Ver 1.20.2

RICOH

Integrated Cloud Environment
User's Guide

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1. Preface

This guide provides the details on how to use the Integrated Cloud Environment Applications on Ricoh MFPs, additionally the Appendix includes a 'White Paper' describing important cloud hosting, data transfer and data backup information.

About This Guide

This guide is divided into three primary sections:

1. **Introduction**

   This section lays the foundation for understanding the Integrated Cloud Environment, and related applications.

2. **Operations of the Integrated Cloud Environment Applications**

   This section contains step-by-step instructions on how to scan or print documents using the Integrated Cloud Environment applications.

3. **Appendix**

   This section contains additional reference materials.

Note: The operation panel screen shot images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

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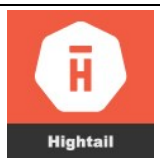
2. Introduction

What is Integrated Cloud Environment?

The Integrated Cloud Environment is a collection of Web applications running within the "Ricoh Cloud." An appropriate MFP device, with Browser Unit, is used to access these web applications. These web applications provide various document management services, like Scanning, OCR, Cloud Printing, and connectivity to popular document storage services.

Applications

Application	ICON	Feature Description
Scan to Box		***Scan to Box™*** allows you to send hardcopy documents to your Box.com account. It supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://box.com/ricoh for more details.
Scan to Google Drive		***Scan to Google Drive*** allows you to send hardcopy documents to your Google Drive account. It supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http:/docs.google.com
Scan to Evernote®		***Scan to Evernote®*** allows you to send scanned images of hardcopy documents to your Evernote® account. Visit the following site for details: http://www.evernote.com/about/referrer/?code=ricoh-ice
Scan to Email (PDF Only)		***Scan to Email*** (PDF Only) allows you to send hardcopy documents to one email address. It supports OCR, which generates a searchable PDFA format documents. Email ID registration is available for easy access.
Scan to Email		***Scan to Email*** allows you to send hardcopy documents to one email address. Scan to Email also supports OCR, PDFA, Text, Word, and Excel formats. Email ID registration is available for easy access.
Print Cloud		***Print Cloud*** supports driverless printing from handheld devices like smart phones and tablets.
Scan to Concur		***Scan to Concur™*** allows you to send Receipts to your Concur account. Visit the following: http://concursolutions.com
Scan to Documentmall		***Scan to Documentmall™*** allows you to send hardcopy documents to your Documentmall account. Also it supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http:/documentmall.com

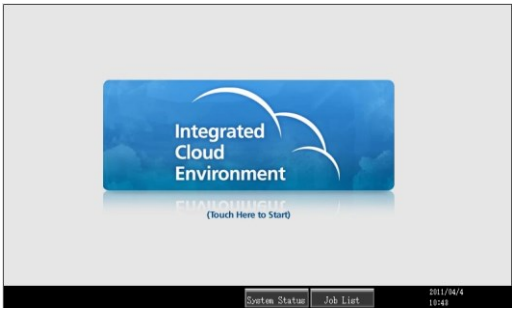
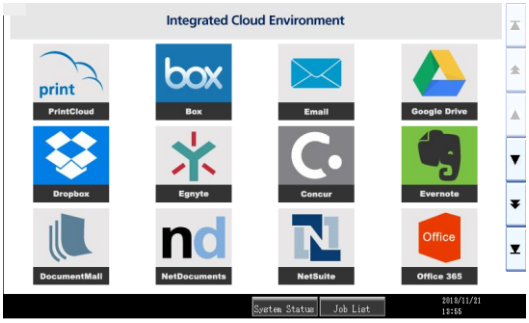
Scan to Dropbox		***Scan to Dropbox™*** allows you to send hardcopy documents to your Dropbox account. Also it supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.dropbox.com
Scan to eFax		***Scan to eFax™*** allows you to fax hardcopy documents, using your eFax account. Visit the following: http://www.documentmall.com
Scan to Egnyte		***Scan to Egnyte™*** allows you to send hardcopy documents to your Egnyte account. Also it supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.egnyte.com
Scan to NetDocuments		***Scan to NetDocuments™*** allows you to send hardcopy documents to your NetDocument account. It supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.netdocuments.com
Scan to Netsuite		***Scan to Netsuite™*** allows you to send hardcopy documents to your Netsuite account. It also supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.netsuite.com
Scan to Salesforce		***Scan to Salesforce™*** allows you to send hardcopy documents to your Salesforce account. It supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.salesforce.com
Scan to Office365		***Scan to Office365™*** allows you to send hardcopy documents to your Share Point 365 account. It supports OCR, PDFA, Text, Word, and Excel formats.
Scan to Share Point		***Scan to Sharepoint™*** allows you to send hardcopy documents to your Share Point account. It supports OCR, PDFA, Text, Word, and Excel formats.
Scan to Hightail		***Scan to Hiahtail™*** allows you to send hardcopy documents to your Hightail account. It supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.hightail.com
Scan to Print Cloud		***Scan to Print Cloud*** allows you to send hardcopy documents to your Print Cloud account. It supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.iceprintcloud.com

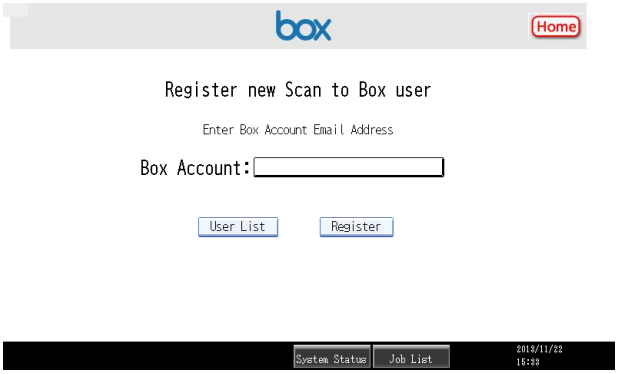
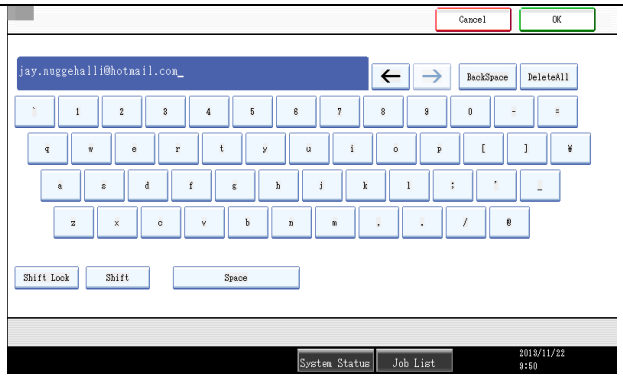
Scan to SkyDrive		***Scan to SkyDrive*** allows you to send hardcopy documents to your Skydrive account. It supports OCR, PDFA, Text, Word, and Excel formats. Visit the following: http://www.skydrive.com
Flexrelease CX		***Flexrelease CX*** allows you to print from your Flexrelease CX account

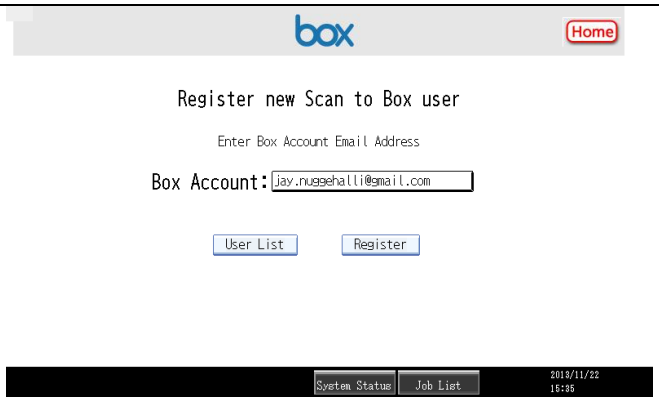
3. Scan to Box™

Scan to Box™ Screens and Operations

This section provides an overview of the Scan to Box™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Box] icon to access the Scan to Box™ application.
 Home: Return to Main Menu screen [Application List]. **Scan**: Scan documents to Box [The 'Start' key can also be used to initiate scanning]. **Settings:** Displays the "Scan Settings" screen. **Register New User**: New User can be registered, by pressing this button and entering email associated with Box account	**User List Screen** Registered user can select their User ID which has associated Box account if they have previously registered - User IDs are displayed as a button; pressing one will show the Box account address next to 'Register New User' button. - Pressing the buttons: '0-9', 'AB' … 'XYZ'. Will Show User IDs starting from with the selected numeric or letter. - Pressing 'All' will show all users' registered - Up to 7 users per row is displayed, and up to two rows. If the number of registered users exceeds fourteen (14),

<<First, <Prev, Next>, Last>> : - These buttons are for Page Navigation, within the User List. **Note:** These buttons are displayed only if there are more than one page, **'<<First'**, **'<Prev'** buttons are **not** displayed in First page, **'Next>'**, **'Last>>'** buttons are **not** displayed on the last page.	then "Page Navigation" buttons are displayed.
New User Registration  **Home**: Return to Main Menu screen [Application List]. **User List**: Return to User List screen **Register**: This will start the registration of new user	Now press the entry field for the Box Account, Soft key board opens. Enter the Email address used to login to Box account.
 	Enter your Box Account [Email address used to login to Box account] using the soft keyboard. **Email Address: Max Chars (256)** Press OK.



Home: Return to Main Menu screen [Application List].

User List: Return to User List screen

Register: This will start the registration of new user

Press [Register]. This will start Registration process.

Continue: Return to application's User List screen

Email is sent to Box Account [Box Login Email address]. Please follow instructions to complete registration.

Refer to User Registration section below on how to complete registration

Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Box™ [The 'Start' key can also be used to initiate scanning].

User List: Return to User List Screen

Send scanned image with OCR: When checked, both the Scanned image and the OCR file are uploaded. This setting is available only when OCR setting is not set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Box™. If the filename is not entered a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

After pressing [Scan Setting] in User List screen, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

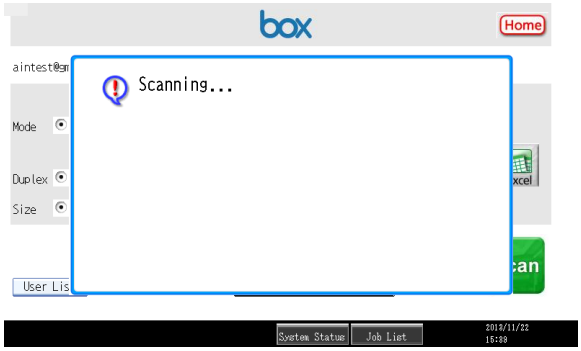
1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
2. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
3. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*
4. *File Name: Max Chars (32)*

Scan File Name:

Enter File name [Max 32 Characters.]



Note: Refer to Troubleshooting section for additional error messages related to scanning.

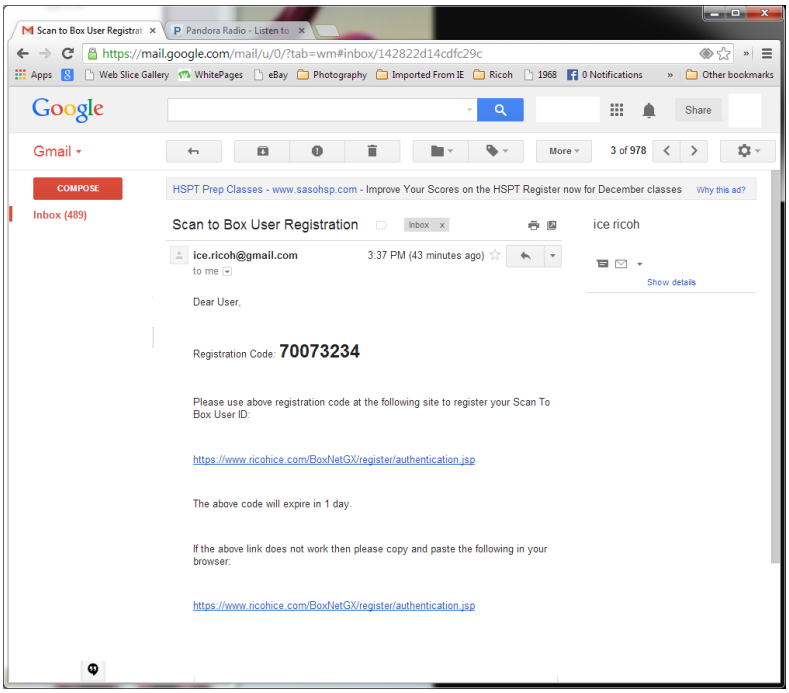
When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

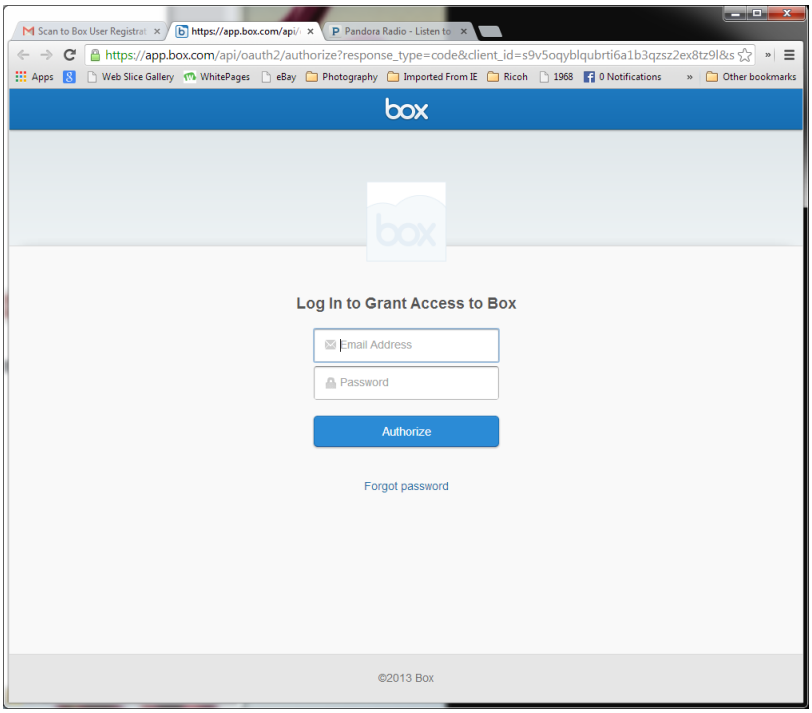
Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

User Registration

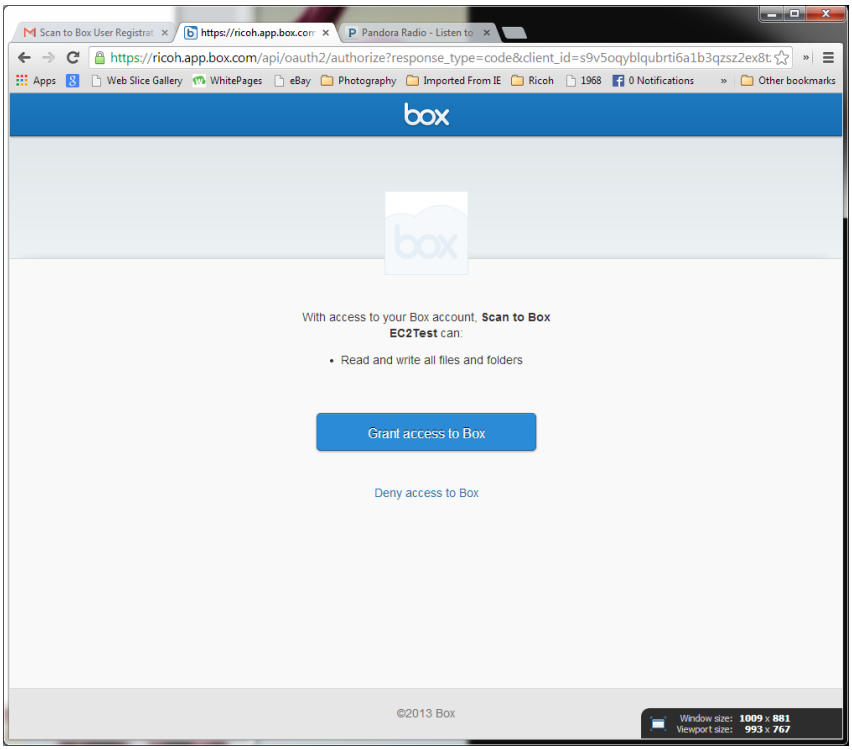
Step 1: Check Email in Box account entered on the MFP for registration.


Scan to Box User Registrat
Pandora Radio - Listen to
https://mail.google.com/mail/u/0/?tab=wm#inbox/142822d14cdfc29c
Google
Gmail
COMPOSE
Inbox (489)
Scan to Box User Registration
ice.ricoh@gmail.com
3:37 PM (43 minutes ago)
Dear User,
Registration Code: 70073234
Please use above registration code at the following site to register your Scan To Box User ID:
https://www.ricohice.com/BoxNetGX/register/authentication.jsp
The above code will expire in 1 day.
If the above link does not work then please copy and paste the following in your browser.
https://www.ricohice.com/BoxNetGX/register/authentication.jsp

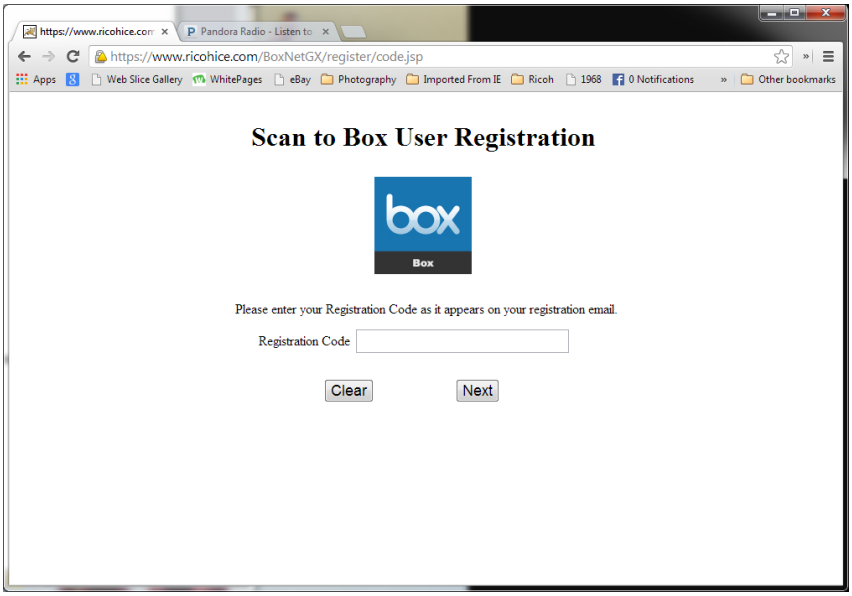
Step 2: Click on the link in the Email, login to your Box account



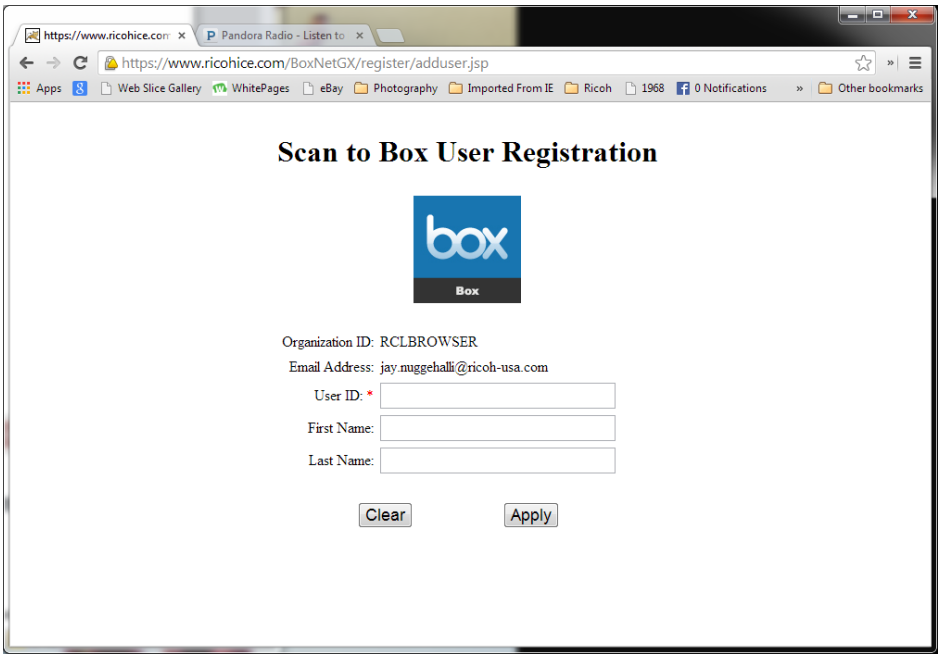
Step 3: Press ‘Grant access to Box’ to give access to your Box account


https://ricoh.app.box.com/api/oauth2/authorize?response_type=code&client_id=s9v5oqyblqubrti6a1b3qzsz2ex8t
box
With access to your Box account, Scan to Box EC2Test can:
• Read and write all files and folders
Grant access to Box
Deny access to Box
©2013 Box

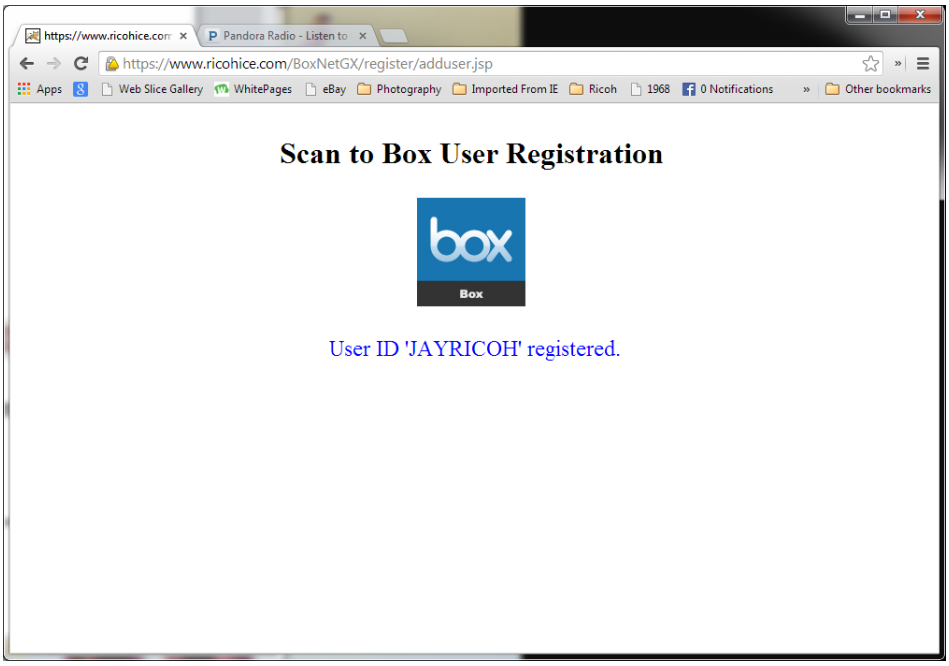
Step 4: Enter the registration code received in the Email & press [Next] button



Step 5: Fill the following form, User ID, is a 8 character identifier which displays on MFP panel



Step 6: Registered User ID is shown on MFP in User List screen. This completes new user Registration.



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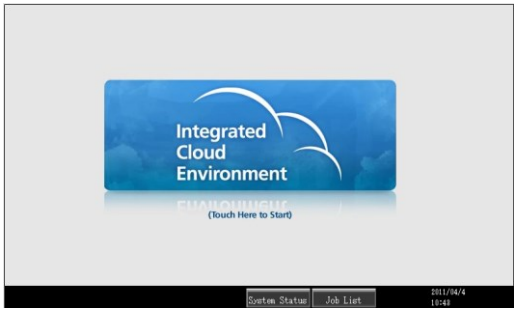
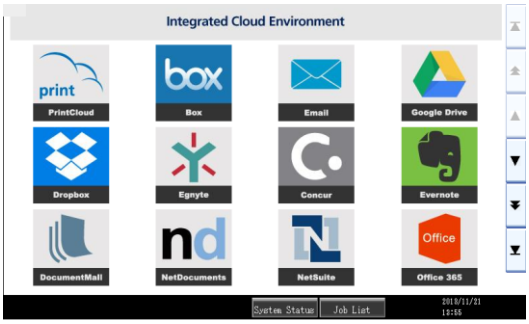
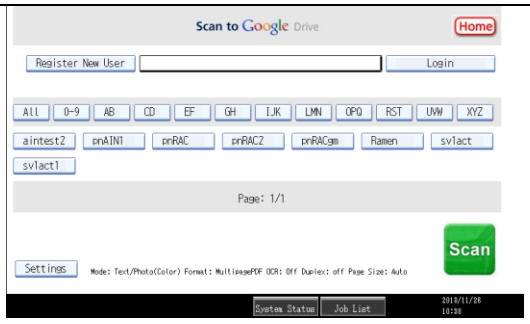
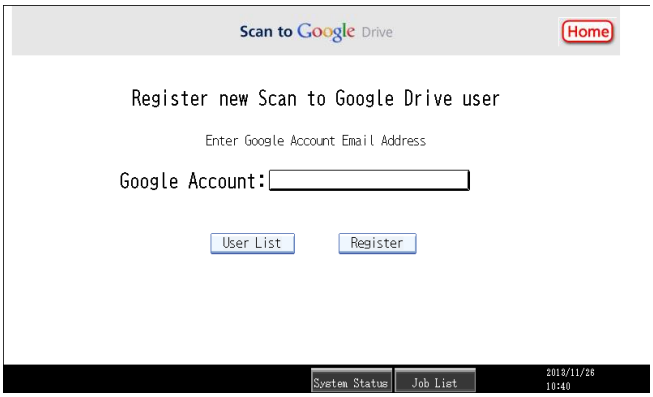
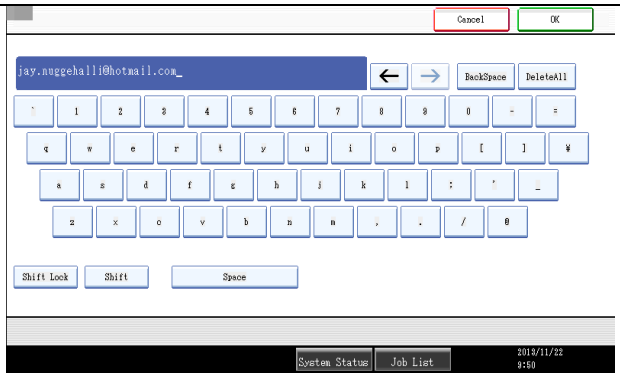
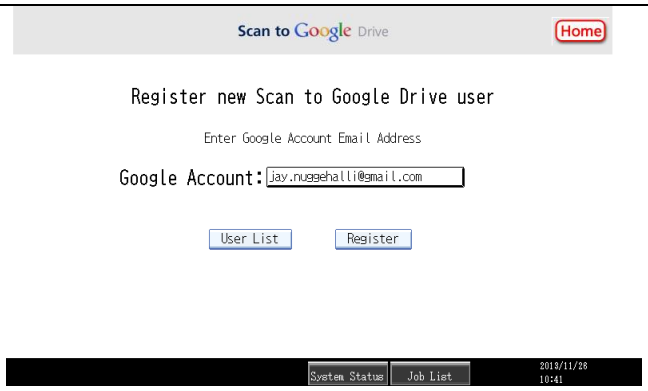
4. Scan to Google Drive

Scan to Google Drive Screens and Operations

This section provides an overview of the Scan to Google Drive application, and its operation.

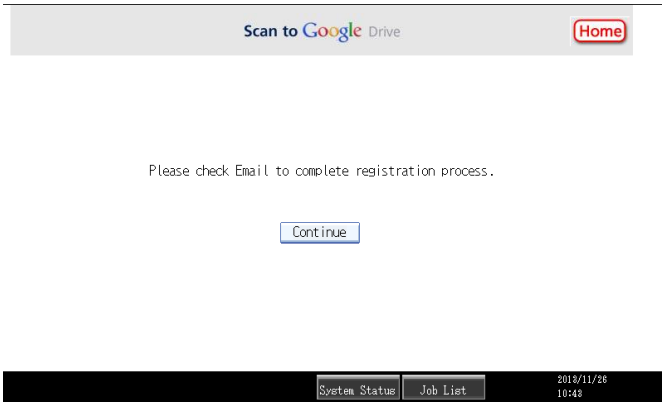
Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Google Drive] icon to access the Scan to Google Drive™ application.
 **Home**: Return to Main Menu screen [Application List]. **Scan**: Scan documents to Google Drive [The 'Start' key can also be used to initiate scanning]. **Settings:** Displays the "Scan Settings" screen. **Register New User**: New User can be registered, by pressing this button and entering email associated with Google account	**User List Screen** Registered user can select their User ID which has associated Google account if they have previously registered - User IDs are displayed as a button; pressing one will show the Google account address next to 'Register New User' button. - Pressing the buttons: '0-9', 'AB' … 'XYZ'. Will Show User IDs starting from with the selected numeric or letter. - Pressing 'All' will show all users' registered - Up to 7 users per row is displayed,

Login: Pressing login button shows login screen. This can be used by unregistered users **<<First, <Prev, Next>, Last>> :** - These buttons are for Page Navigation, within the User List. **Note:** These buttons are displayed only if there are more than one page, **'<<First'**, **'<Prev'** buttons are **not** displayed in First page, **'Next>'**, **'Last>>'** buttons are **not** displayed on the last page.	and up to two rows. If the number of registered users exceeds fourteen (14), then "Page Navigation" buttons are displayed.
New User Registration  **Home**: Return to Main Menu screen [Application List]. **User List**: Return to User List screen **Register**: This will start the registration of new user	Now press the entry field for the Box Account, Soft key board opens. Enter the Email address used to login to Google account.
 	Enter your Google Account [Email address used to login to Google account] using the soft keyboard. **Email Address: Max Chars (256)** Press OK.

<table>
<tr>
<td> 

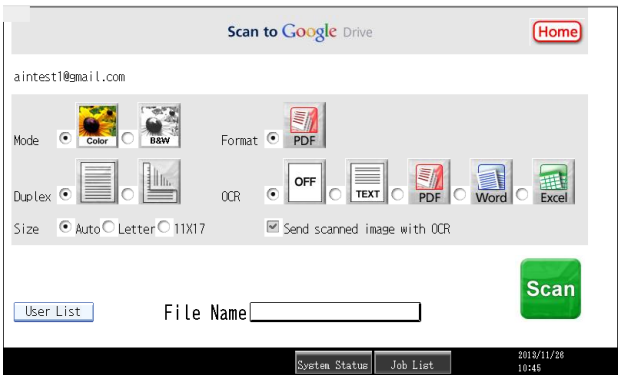
Home: Return to Main Menu screen [Application List].

User List: Return to User List screen

Register: This will start the registration of new user</td>
<td>Press [Register]. This will start Registration process.</td>
</tr>
<tr>
<td> 

Continue: Return to application’s User List screen</td>
<td>Email is sent to Google Account [Google Drive Login Email address]. Please follow instructions to complete registration.

Refer to User Registration section below on how to complete registration</td>
</tr>
</table>



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Google Drive™ [The 'Start' key can also be used to initiate scanning].

User List: Return to User List Screen

Send scanned image with OCR: When checked, both the Scanned image and the OCR file are uploaded. This setting is available only when OCR setting is not set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Google Drive™. If the filename is not entered a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

After pressing [Scan Setting] in User List screen, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

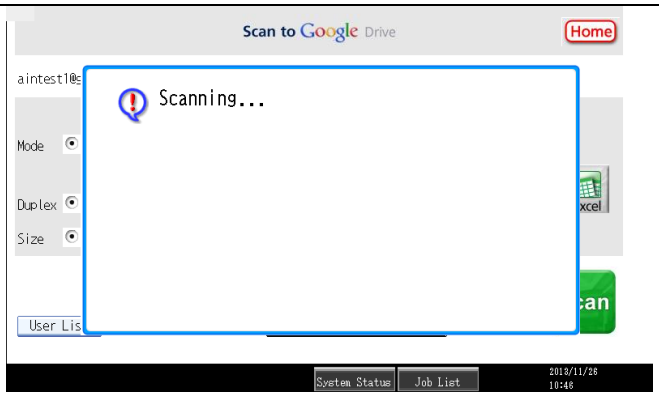
1. Mode
   Color or Grayscale
2. Scan File Format
   PDF
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

5. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
6. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
7. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*
8. *File Name: Max Chars (32)*

Scan File Name:

Enter File name [Max 32 Characters.]



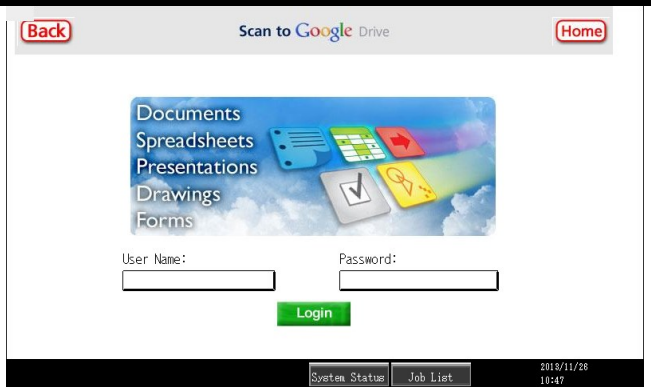
Note: Refer to Troubleshooting section for additional error messages related to scanning.

When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Login Workflow



Home: Return to Main Menu screen [Application List].

Back: Return to User List Screen

When [Login] button in pressed in User List screen, this screen is displayed

Login Screen:

Press the data entry field below User Name:

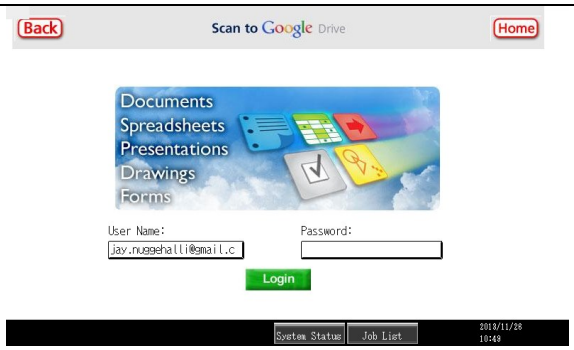
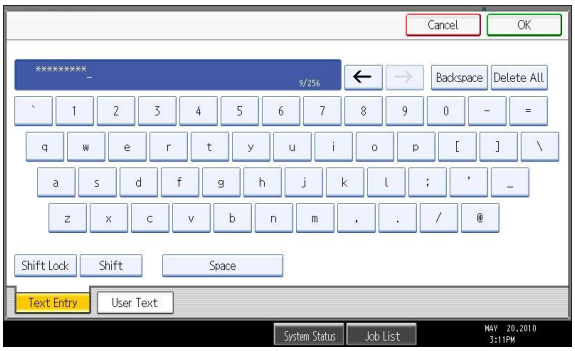
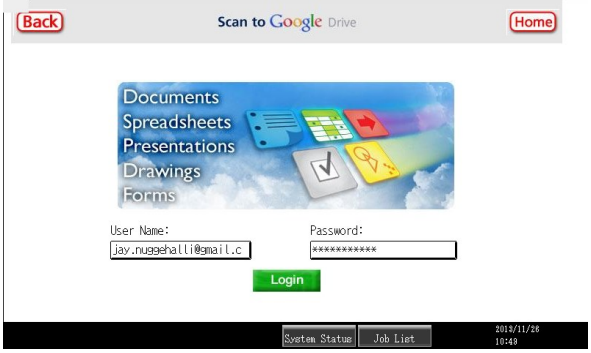
This will open the "soft" keyboard.

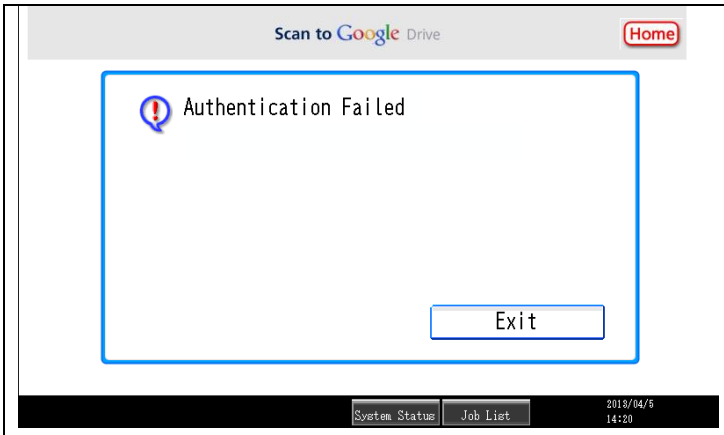
Note: You must have a valid "Google" account to log-in.

Using the soft keyboard, enter the user name.

User Name: Max Chars (256).

Press OK.

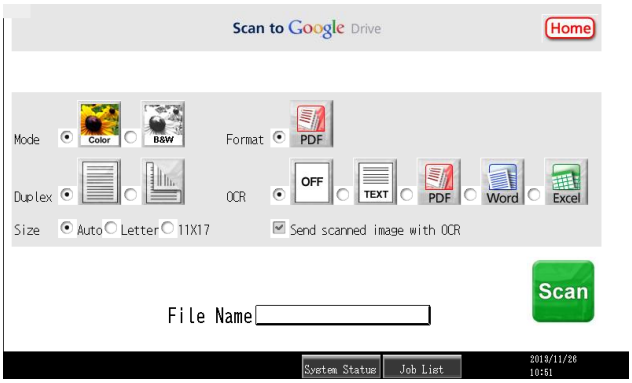
 **Home**: Return to Main Menu screen [Application List]. **Back**: Return to User List Screen	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Box™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 **Home**: Return to Main Menu screen [Application List]. **Back**: Return to User List Screen	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Google™ credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Google Drive™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both Scanned image and OCR file are uploaded. This setting is available only when the OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Box. If the filename is **not** entered a system generated filename with Time stamp and 3 digit random number is created. See Appendix for details.

After successfully logging in, the Scan setting screen is displayed.

Setting the Scan Workflow

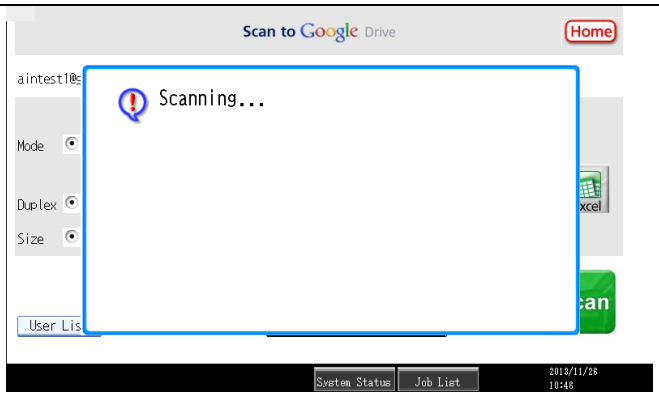
The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
2. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
3. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*
4. *File Name: Max Chars (32)*

<table>
<tr>
<td>
</td>
<td>Scan File Name:

Enter File name [Max 32 Characters.]</td>
</tr>
<tr>
<td> 

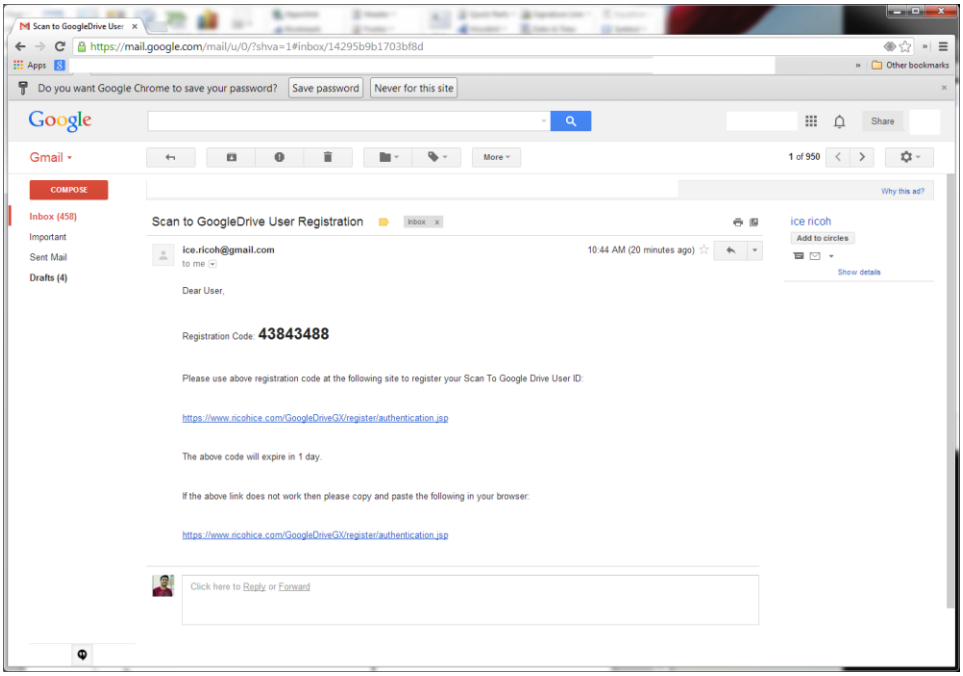
Note: Refer to the Troubleshooting section for additional error messages related to scanning.</td>
<td>When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a ‘Scanning was Finished’ message is displayed momentarily.

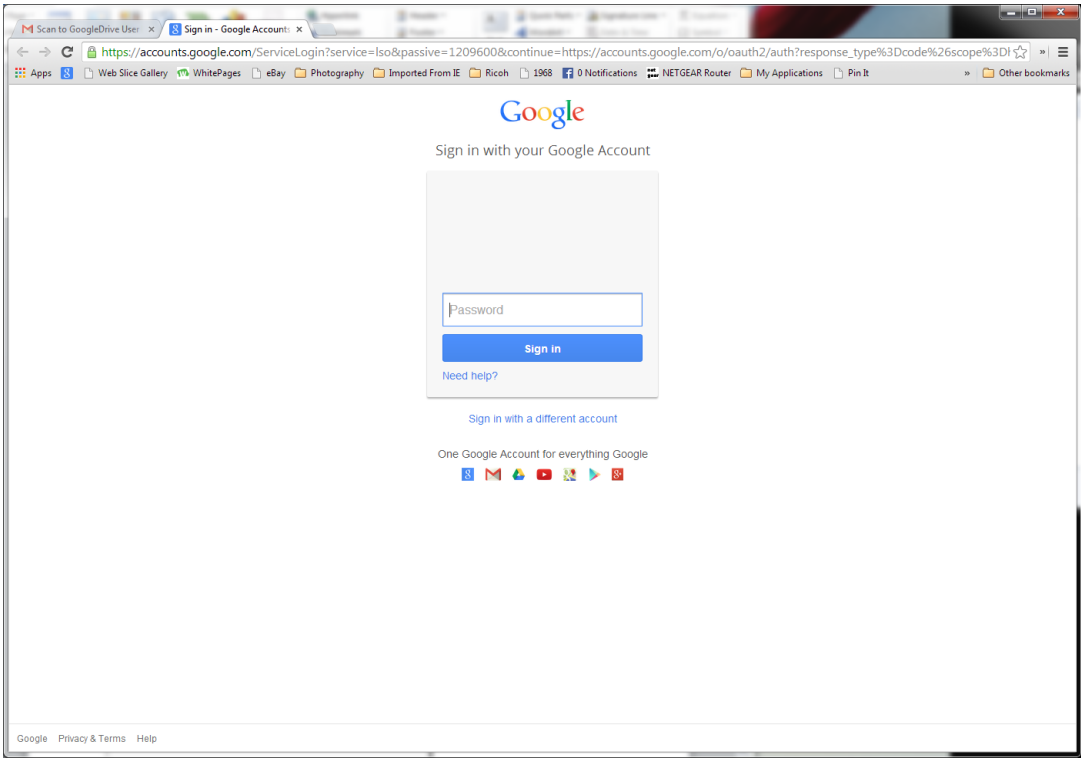
Also ‘Sending…’ is displayed during scan data transfer between MFP and web server.</td>
</tr>
</table>

User Registration

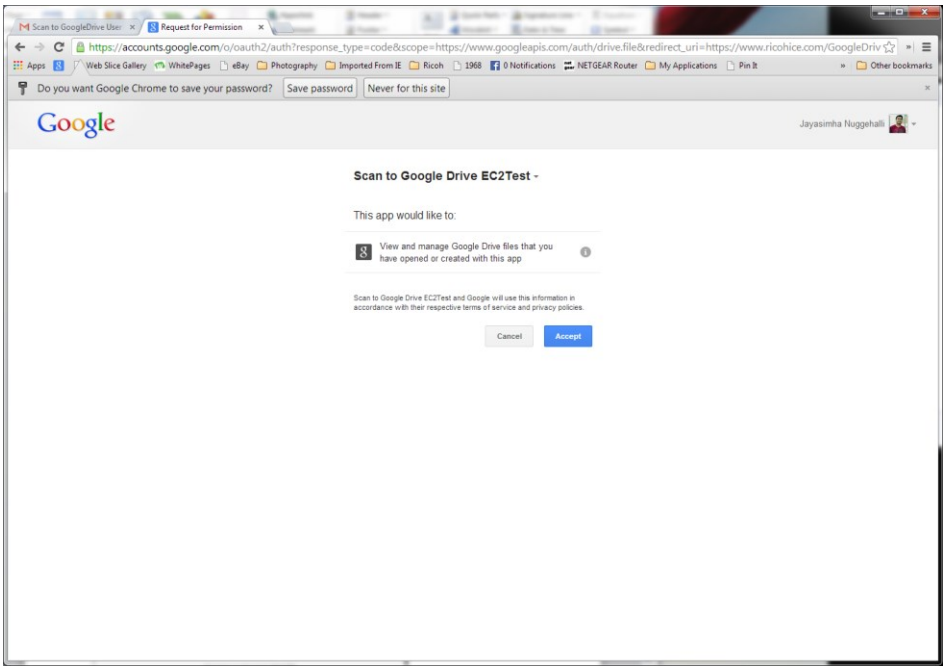
Step 1: Check Email in Google account entered on the MFP for registration.


Scan to GoogleDrive User Registration
ice.ricoh@gmail.com
Dear User,
Registration Code: 43843488
Please use above registration code at the following site to register your Scan To Google Drive User ID:
https://www.ricohice.com/GoogleDriveGX/register/authentication.jsp
The above code will expire in 1 day.
If the above link does not work then please copy and paste the following in your browser:
https://www.ricohice.com/GoogleDriveGX/register/authentication.jsp

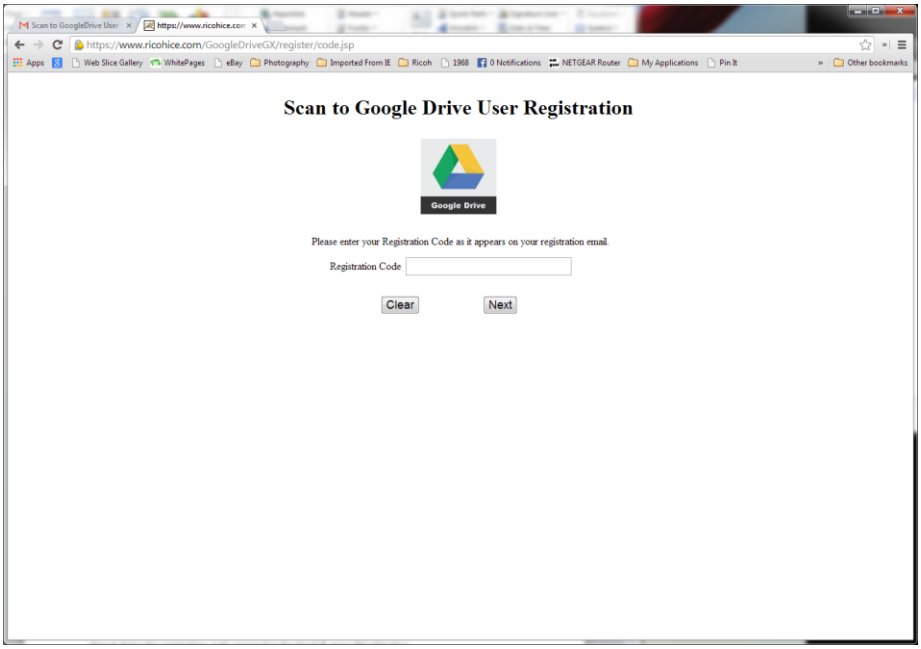
Step 2: Click on the link in the Email, login to your Google account



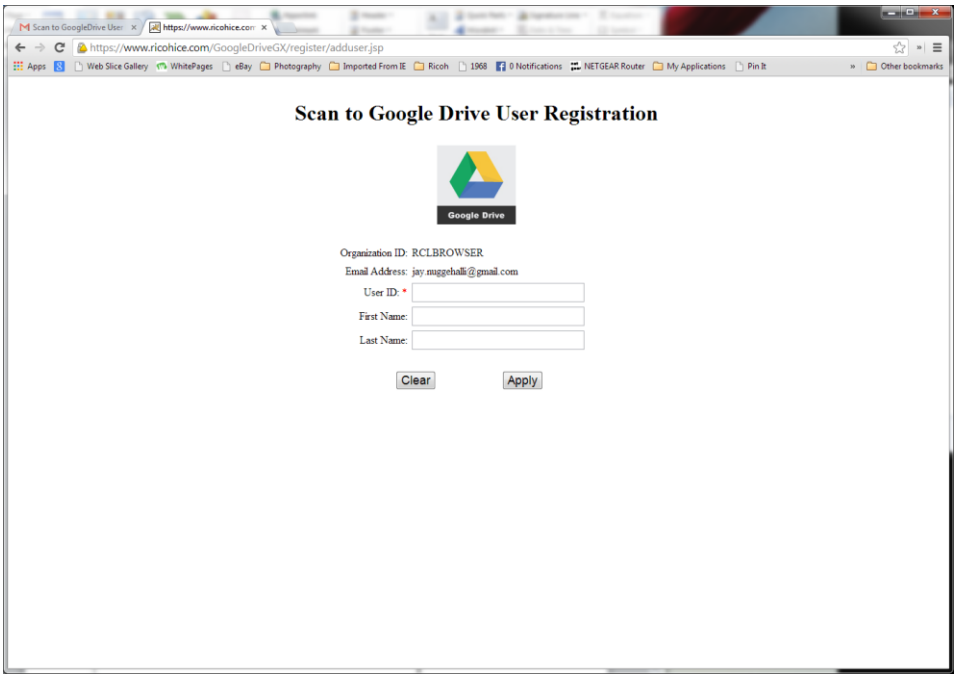
Step 3: Press ‘Grant access to Google Drive to give access to your Google account


Request for Permission
https://accounts.google.com/o/oauth2/auth?response_type=code&scope=https://www.googleapis.com/auth/drive.file&redirect_uri=https://www.ricohice.com/GoogleDriv
Do you want Google Chrome to save your password?
Save password
Never for this site
Google
Jayasimha Nuggehalli
Scan to Google Drive EC2Test -
This app would like to:
View and manage Google Drive files that you have opened or created with this app
Scan to Google Drive EC2Test and Google will use this information in accordance with their respective terms of service and privacy policies.
Cancel
Accept

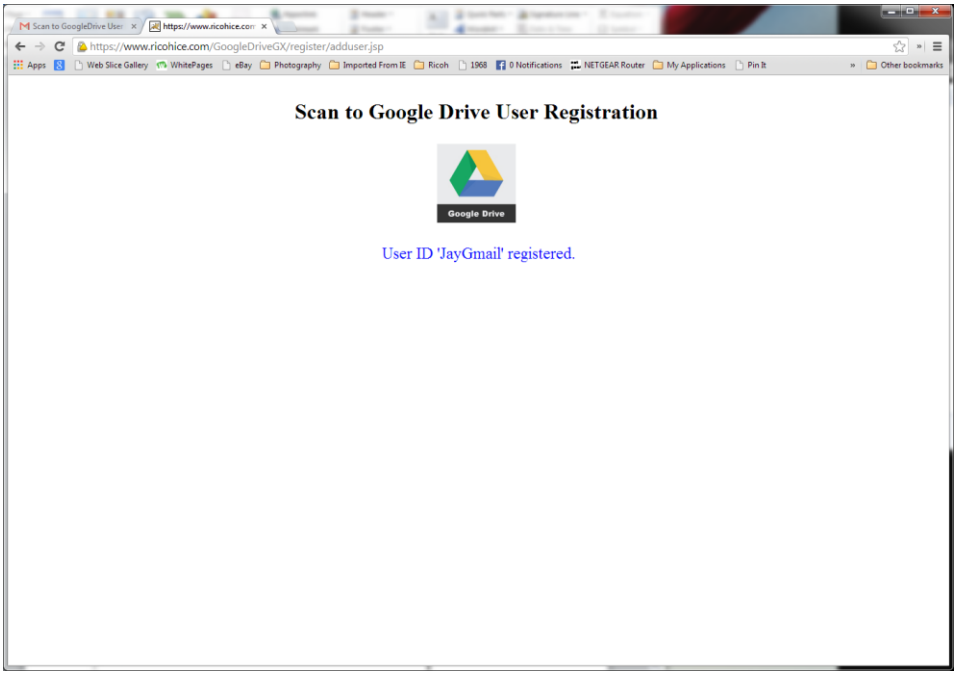
Step 4: Enter the registration code received in the Email & press [Next] button



Step 5: Fill the following form, User ID, is a 8 character identifier which displays on MFP panel



Step 6: Registered User ID is shown on MFP in User List screen. This completes new user Registration.



Troubleshooting Scan to Google Drive

Error and Warning Messages related to Authentication

Message	Condition
Please Enter User Name and Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Password'.
Please Enter User Name.	This message is displayed when the 'Login' button pressed without entering 'User Name'.
Please Enter Password.	This message is displayed when 'Login' button pressed without entering 'Password'.
Cannot Connect to Google Drive Service.	This message is displayed when Scan to Google Drive application cannot connect to Google Drive service to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen, the following is displayed.
Authentication Failed: Account is locked.	This message is displayed when the Google Drive account is locked.
Authentication Failed.	For all other conditions, apart from those mentioned above, the following is displayed. **Note: Refer to "Allow Google Account Access to New Application" located in next section.**

Google Account Access to New Application

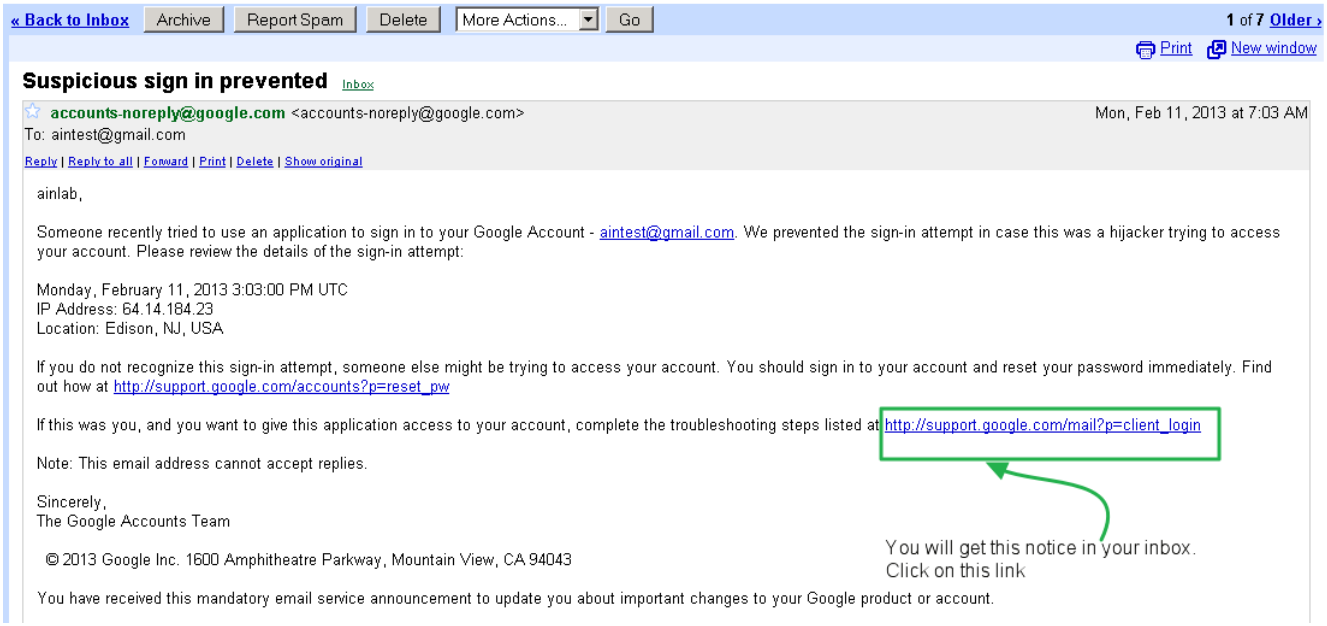
In some cases, Google prevents you from authenticating to a Google account through an API unless the user specifically allows the application access. This section provides the details on how to provide a new application access to a Google account.

Note: This occurrence is completely random, not all new Google accounts experience this issue.

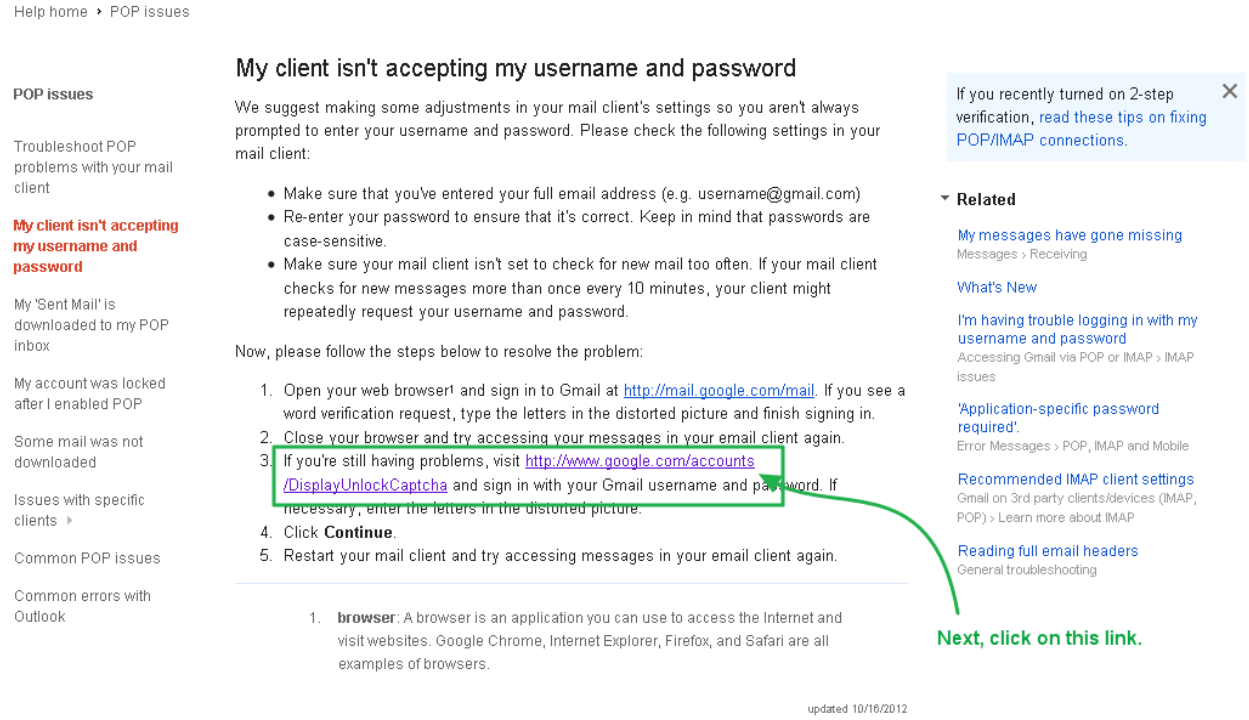
When you try to login from the ICE Scan to Google Drive "button," Google Drive may prevent access and an 'Authentication Failed' message is displayed on the MFP panel. In this case, assuming you have entered your Google ID & Password correctly, using your PC or MD (mobile device) please check your Gmail account as described below.

Step 1: Check Gmail

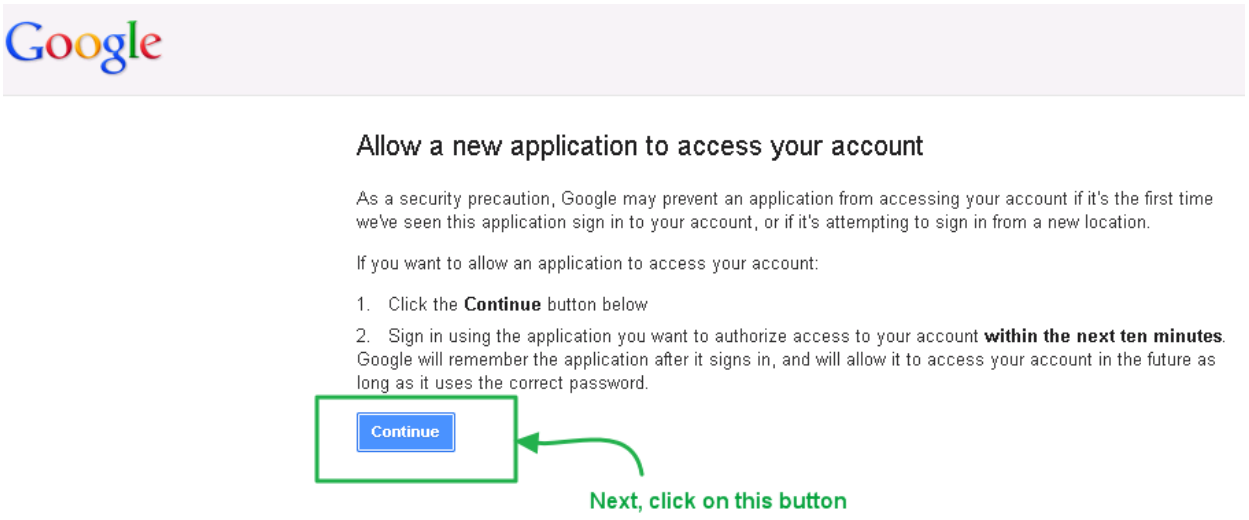
Example Email: Suspicious sign in prevented.


« Back to Inbox
Archive
Report Spam
Delete
More Actions...
Go
1 of 7 Older ›
Print
New window
Suspicious sign in prevented
Inbox
accounts-noreply@google.com <accounts-noreply@google.com>
Mon, Feb 11, 2013 at 7:03 AM
To: aintest@gmail.com
Reply | Reply to all | Forward | Print | Delete | Show original
ainlab,
Someone recently tried to use an application to sign in to your Google Account - aintest@gmail.com. We prevented the sign-in attempt in case this was a hijacker trying to access your account. Please review the details of the sign-in attempt:
Monday, February 11, 2013 3:03:00 PM UTC
IP Address: 64.14.184.23
Location: Edison, NJ, USA
If you do not recognize this sign-in attempt, someone else might be trying to access your account. You should sign in to your account and reset your password immediately. Find out how at http://support.google.com/accounts?p=reset_pw
If this was you, and you want to give this application access to your account, complete the troubleshooting steps listed at http://support.google.com/mail?p=client_login
Note: This email address cannot accept replies.
Sincerely,
The Google Accounts Team
© 2013 Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043
You have received this mandatory email service announcement to update you about important changes to your Google product or account.
You will get this notice in your inbox.
Click on this link

Step 2: DisplayUnlockCaptcha link

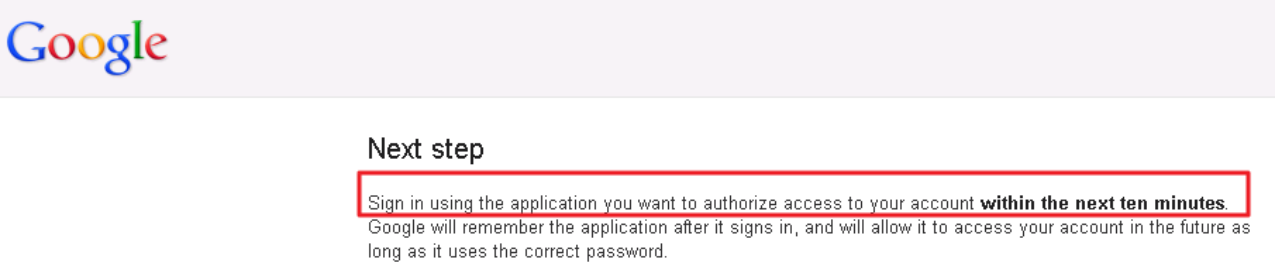

Help home › POP issues
POP issues
Troubleshoot POP problems with your mail client
My client isn't accepting my username and password
My 'Sent Mail' is downloaded to my POP inbox
My account was locked after I enabled POP
Some mail was not downloaded
Issues with specific clients
Common POP issues
Common errors with Outlook
My client isn't accepting my username and password
We suggest making some adjustments in your mail client's settings so you aren't always prompted to enter your username and password. Please check the following settings in your mail client:
Make sure that you've entered your full email address (e.g. username@gmail.com)
Re-enter your password to ensure that it's correct. Keep in mind that passwords are case-sensitive.
Make sure your mail client isn't set to check for new mail too often. If your mail client checks for new messages more than once every 10 minutes, your client might repeatedly request your username and password.
Now, please follow the steps below to resolve the problem:
1. Open your web browser[1] and sign in to Gmail at http://mail.google.com/mail. If you see a word verification request, type the letters in the distorted picture and finish signing in.
2. Close your browser and try accessing your messages in your email client again.
3. If you're still having problems, visit http://www.google.com/accounts/DisplayUnlockCaptcha and sign in with your Gmail username and password. If necessary, enter the letters in the distorted picture.
4. Click Continue.
5. Restart your mail client and try accessing messages in your email client again.
1. browser: A browser is an application you can use to access the Internet and visit websites. Google Chrome, Internet Explorer, Firefox, and Safari are all examples of browsers.
updated 10/16/2012
If you recently turned on 2-step verification, read these tips on fixing POP/IMAP connections.
Related
My messages have gone missing
Messages › Receiving
What's New
I'm having trouble logging in with my username and password
Accessing Gmail via POP or IMAP › IMAP issues
'Application-specific password required'.
Error Messages › POP, IMAP and Mobile
Recommended IMAP client settings
Gmail on 3rd party clients/devices (IMAP, POP) › Learn more about IMAP
Reading full email headers
General troubleshooting
Next, click on this link.

Step 3: Click on Continue button


Google
Allow a new application to access your account
As a security precaution, Google may prevent an application from accessing your account if it's the first time we've seen this application sign in to your account, or if it's attempting to sign in from a new location.
If you want to allow an application to access your account:
1. Click the Continue button below
2. Sign in using the application you want to authorize access to your account within the next ten minutes. Google will remember the application after it signs in, and will allow it to access your account in the future as long as it uses the correct password.
Continue
Next, click on this button

Step 4: At the MFP; sign-in to the ICE Scan to Google Drive application within 10 Minutes

When you receive the message shown in the illustration below, within the 10 minute required time frame, go to the MFP , log-in to access the Scan to Google Drive app again, then scan your document.

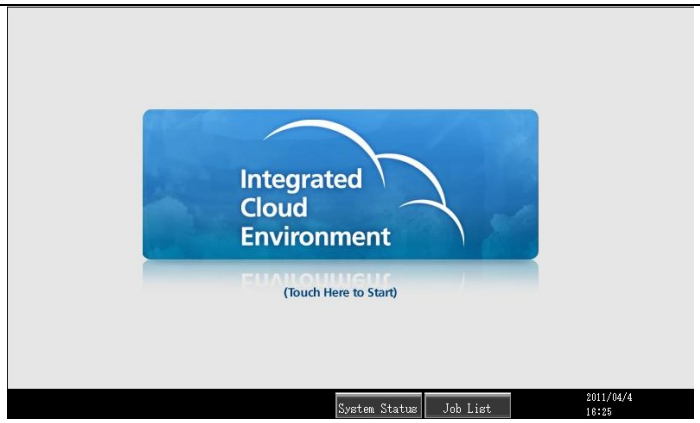

Google
Next step
Sign in using the application you want to authorize access to your account within the next ten minutes.
Google will remember the application after it signs in, and will allow it to access your account in the future as long as it uses the correct password.

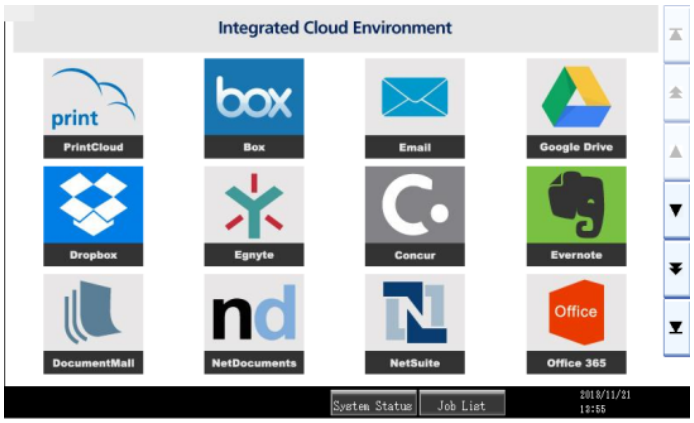
This page intentionally left blank to allow for duplex printing.

5 Scan to Evernote®

Scan to Evernote® Screens and Operations

This section provides an overview of the Scan to Evernote® Docs application and its operation.

<table>
<tr>
<td> 
</td>
<td>Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button.

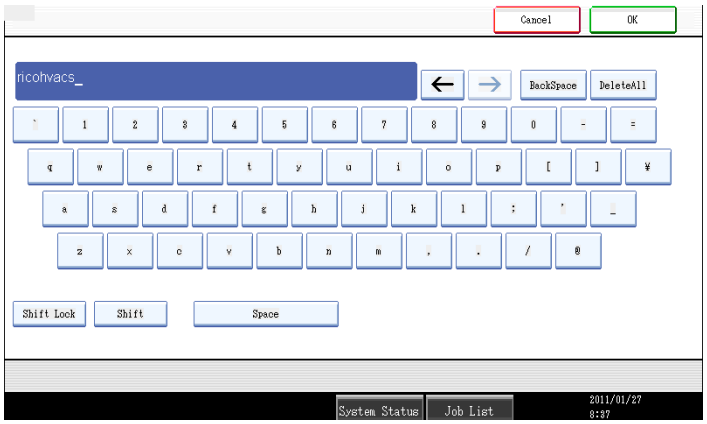
This is the startup screen of Integrated cloud Environment.</td>
</tr>
<tr>
<td> 
</td>
<td>Press on [Scan to Evernote®] icon to access scan to Evernote® application.</td>
</tr>
<tr>
<td>

Home: Return to Main Menu screen [Application List].</td>
<td>Login Screen:

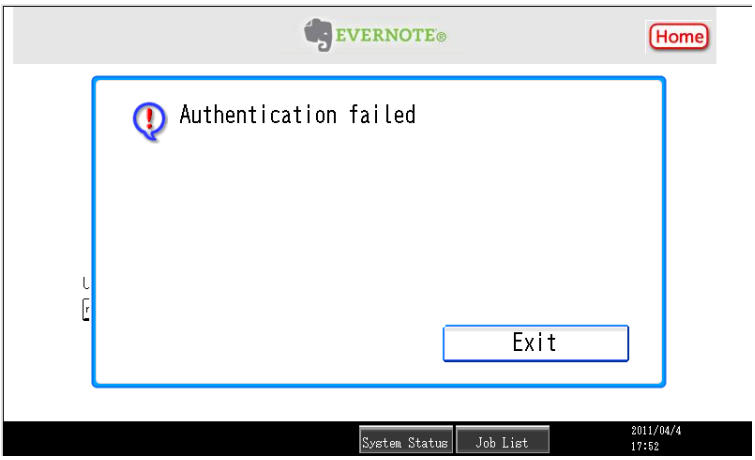
Press on “User Name” entry field located under the “User Name:” title.

This will open the soft keyboard.

Note: You must have a valid “EVERNOTE™,” web application account to log-in.</td>
</tr>
</table>

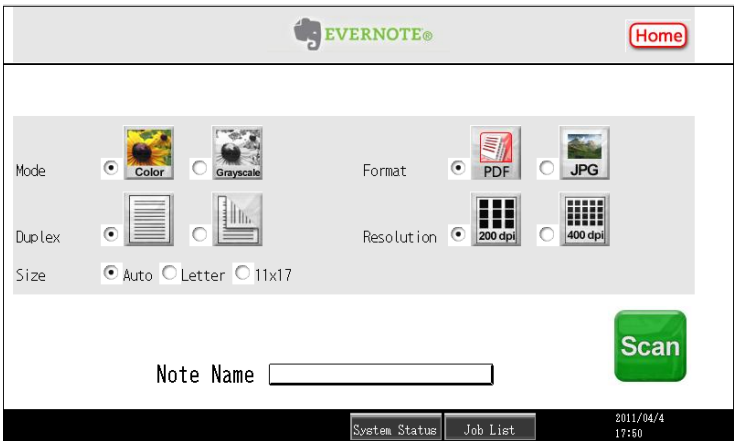
	Enter the correct user name, press OK.
 Home: Return to Main Menu screen [Application List].	Press on the data entry field located below Password: This will again open the soft keyboard. Enter your Evernote® account password using the soft keyboard.
	Enter the correct password, and press OK.

<table>
<tr>
<td>

Home: Return to Main Menu screen [Application List].</td>
<td>Finally, press the [Login] button.</td>
</tr>
<tr>
<td> 

Note: Refer to the Troubleshooting section for additional error messages related to a login failure.</td>
<td>If authentication fails, this error message is displayed. In this case, please re-enter the correct Evernote® login credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, please re-enter the User Name as well as the Password.</td>
</tr>
</table>



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Evernote® [The 'Start' key can also be used to initiate scanning].

Note Name: Touch the entry field next to "Note Name," this will open the soft keyboard. Enter a Note Name [Max 32 Characters] for the document to be stored in Evernote®. If a Note Name is **not** entered a "default" Note Name comprised of a Time stamp, and 3 digit random number is created. See Appendix for details.

After a successful login, the scan setting interface screen is displayed.

Scan Workflow

Following Settings are available:

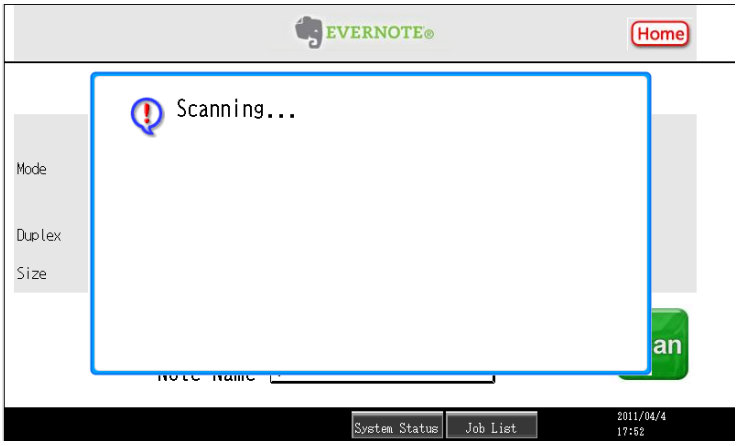
1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. Resolution
   200 dpi, 400 dpil
5. Page Size
   Auto, Letter or 11x17

Note:

1. *Select Size as 'Auto' for all standard sizes recognized by MFP.*
2. *Use 'Letter' or '11x17', if you are scanning non standard sizes like 'Receipts' etc., depending on the size of the original.*
3. *Models MPC400 and SP5200S/ SP5210 show only 'Letter' size.*
4. *Note Name: Max Chars (32).*

Note Name:

Enter Note name [Max 32 Characters].



When, the [Scan] button or [Start] key is pressed. This message is displayed.

When the scan is completed, a '**Scanning was Finished**' message is displayed momentarily.

Also a '**Sending…**' message is displayed during the scanned data transfer between the MFP and web server.

Note: These messages are displayed as a function of the MFP's browser, **not** by the Scan to Evernote® application.

Troubleshooting Scan to Evernote®

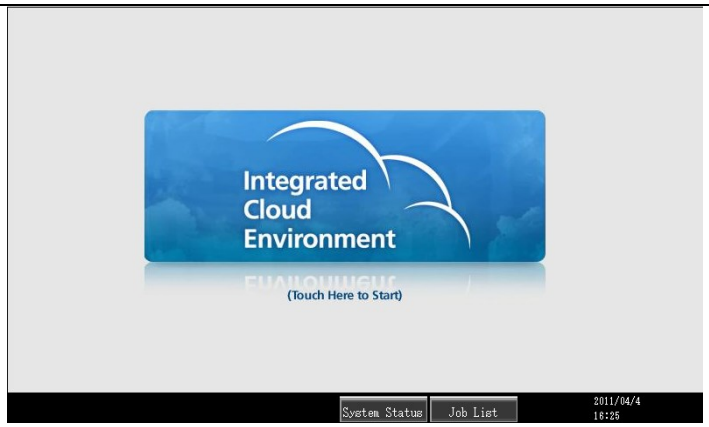
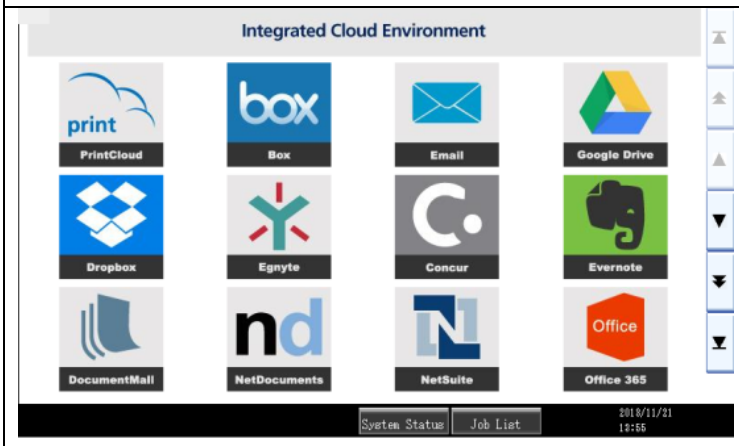
Error and Warning Messages related to Authentication

Message	Condition
Please Enter User Name and Password.	This message occurs when the 'Login' button is pressed without entering a 'User Name' and 'Password'.
Please Enter User Name.	This message occurs when the 'Login' button is pressed without entering a 'User Name'.
Please Enter Password.	This message occurs when the 'Login' button is pressed without entering a 'Password'.
Cannot Connect to Evernote Service.	This message occurs when the Scan to Evernote® application cannot connect to the Evernote® service in order to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message occurs when the incorrect User ID or Password is entered in the Login Screen.
Authentication Failed: Account is locked.	This message occurs when the user account is locked by entering wrong password repeatedly.
Authentication Failed.	The following screen is displayed for all other error conditions **not** covered previously in this table.

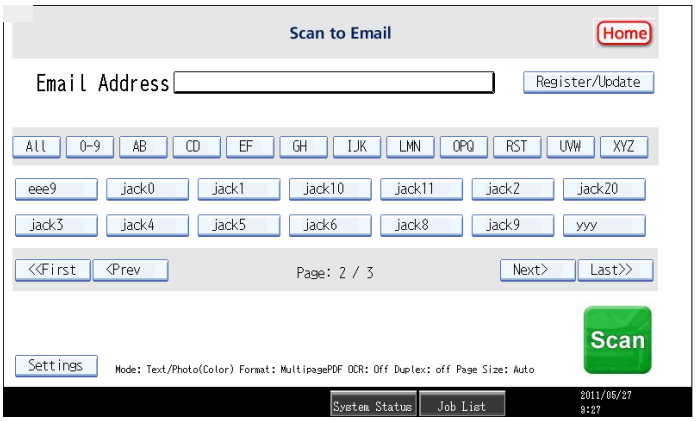
6 Scan to Email

Scan to Email Screens and Operations

This section provides an overview of the Scan to Email application and its operation.

	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen of the Integrated cloud Environment.
	Press on the [Email] icon to access the application.

User List Screen



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Recipient's Email Address [The 'Start' key can also be used to initiate scanning].

Settings: Displays the "Scan Settings" screen.

Register/Update:

- New User ID & Email Address can be registered for this device or all devices in organization on which Integrated Cloud Environment is deployed.
- Previously registered User can Delete or Update [Only Change registration from 'This Device' to 'All Devices' in organization] registration.

<<First, <Prev, Next>, Last>> :

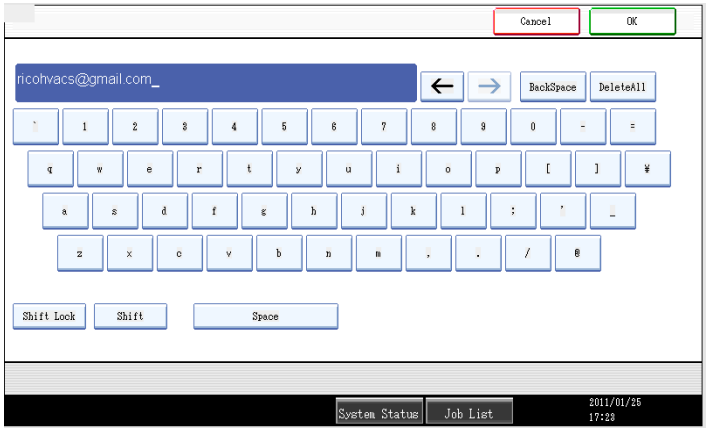
- These buttons are for Page Navigation, within the User List.

Note: These buttons are displayed only if there are more than one page, **'<<First'**, **'<Prev'** buttons are **not** displayed in First page, **'Next>'**, **'Last>>'** buttons are **not** displayed on the last page.

The user can select their email address if they have previously registered it.

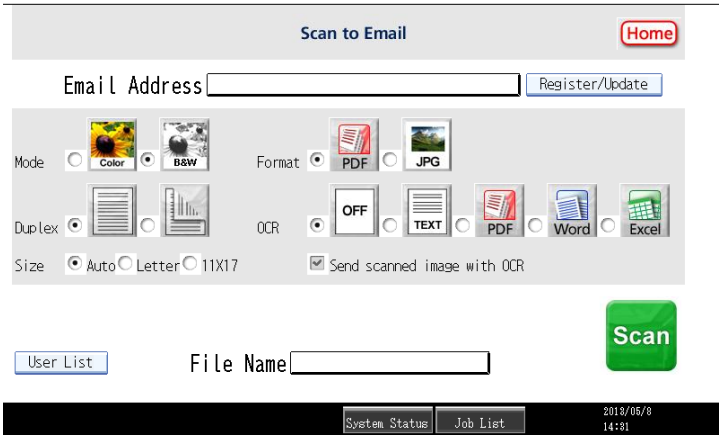
- User IDs are displayed as a button; pressing one will show the Email Address in the Email Address Entry box.
- Pressing the buttons: '0-9', 'AB' … 'XYZ'. Will Show User IDs starting from with the selected numeric or letter.
- Pressing 'All' will show all users' registered to this device or organization.
- Unregistered users can simply enter the email address by touching the "Email Address" entry field. The soft keyboard is then displayed to enter the address.
- Up to 7 users per row is displayed, and up to two rows. If the number of registered users exceeds fourteen (14), then "Page Navigation" buttons are displayed.
- Email Address: Max Chars (256).

Manually Enter the Email Address Screen



Enter the email address.

Scan Setting Screen



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Scan to Email [The 'Start' key can also be used to initiate scanning].

File Name: Touch the entry field next to "File Name," this will open the soft keyboard. Enter a file name [Max 32 Characters] for the document. If a file name is **not** entered a "default" file name with the "time stamp" and "3 digit random number" is created. See Appendix for details.

User List: Pressing the User List, displays the User List Screen.

Send scanned image with OCR: When checked both the scanned image and the OCR file are uploaded. This setting is available only when the OCR setting is **not** set to 'Off'.

Scan Settings

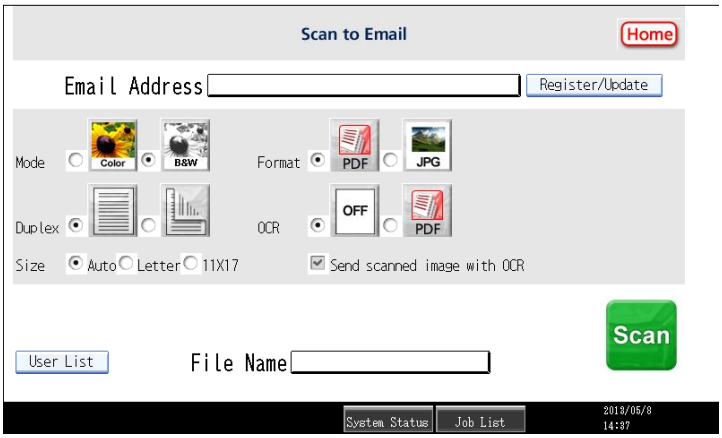
The following Settings are available:

1. Mode
   Color or B&W
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.
2. Use 'Letter' or '11x17', if you are scanning non standard sizes like 'Receipts' etc, depending on the size of paper.
3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.
4. Email Address: Max Chars (256).
5. File Name: Max Chars (32).

Scan Setting Screen (PDF Only Version)



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Scan to Email [The 'Start' key can also be used to initiate scanning].

File Name: Touch the entry field next to "File Name," this will open the soft keyboard. Enter a file name [Max 32 Characters] for the document. If a file name is **not** entered a "default" file name with a "time stamp" and "3 digit random number" is created. See Appendix for details.

User List: Pressing User List displays the User List Screen.

Send scanned image with OCR: When checked both the scanned image and the OCR files are uploaded. This setting is available only when the OCR setting is **not** set to 'Off'.

Scan Settings (PDF Only Version)

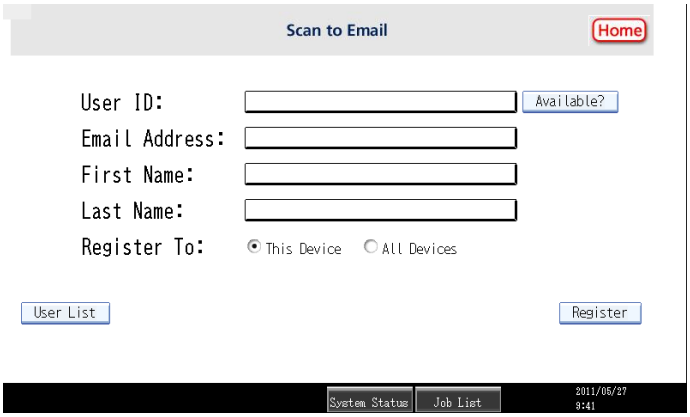
The following settings are available:

1. Mode
   Color or B&W
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, PDF
5. Page Size
   Auto, Letter or 11x17

Note:

1. Select Size as 'Auto' for all standard sizes recognized by MFP.
2. Use 'Letter' or '11x17', if you are scanning non standard sizes like 'Receipts' etc., depending on the size of the original.
3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.
4. Email Address: Max Chars (256).
5. File Name: Max Chars (32).

User Registration Screen



Home: Return to Main Menu screen [Application List]

User List: This will show User List Screen

Register: Registers the User Information.

Available?: Checks if the entered User Id is available for registration.

The user's email address can be registered on this screen. Registering their email address prevents repeated manual entry of the address and for future use.

- User ID: Max 8 chars [This is displayed as a button in User List Screen.]
- Email Address
- First Name (Optional)
- Last Name (Optional)
- Register To:
  'This Device' or 'All Devices' in organization.

User ID: Max Chars (8)

Email Address: Max Chars (256)

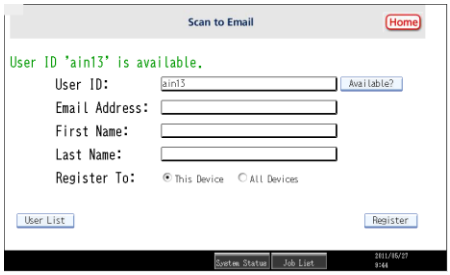
First Name: Max Chars (256)

Last Name: Max Chars (256)

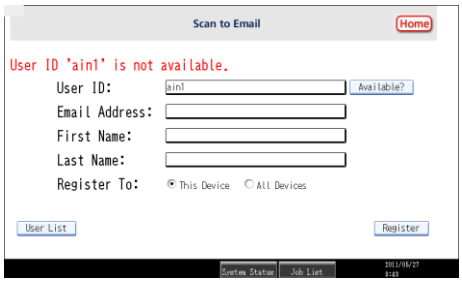
Note: Only alphanumeric characters are allowed for use in the User ID, First Name & Last Name.

User Registration Screen

1. User ID Available



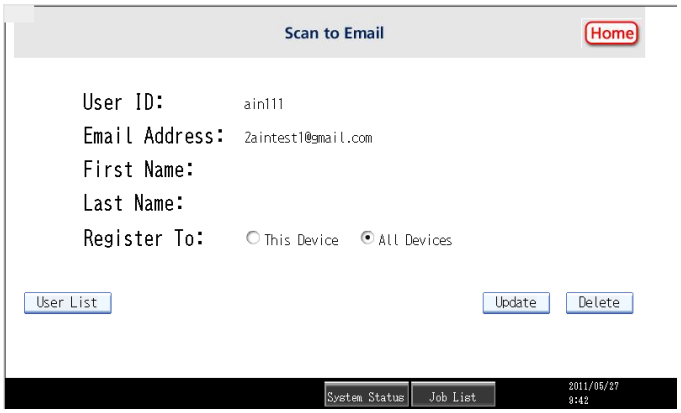
2. User ID Not available



Pressing 'Available?' will check if the User ID was previously registered.

Note: There is no specific limit set on the number of user registrations. However, for a typical workgroup environment, less than 100 users are recommended.

User Update Screen



Home: Return to Main Menu screen [Application List].

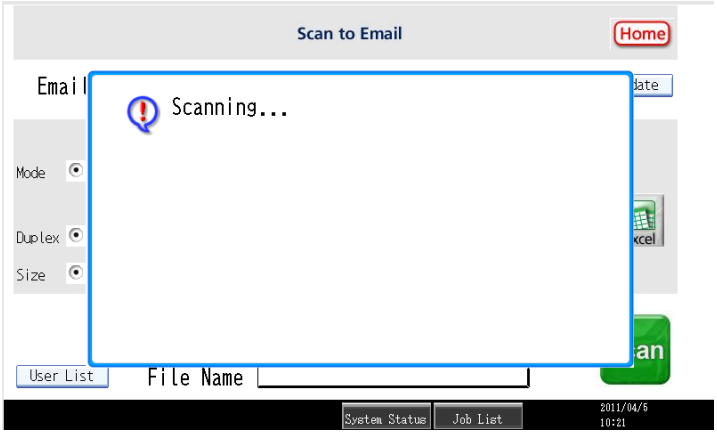
User List: This displays the User List Screen.

Delete: Deletes User. User information will be completely deleted irrespective of 'This Device' or 'All Device' selection.

Update: User registration information is updated. [Register To: This Device or All Devices].

From this screen, the user can

- Delete or Update registration information [ie. from 'This Device' to 'All Devices' or vice versa].



When, the [Scan] button or [Start] key is pressed. This message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is momentarily displayed.

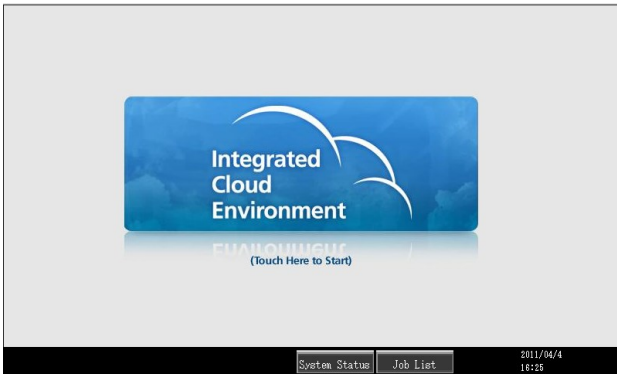
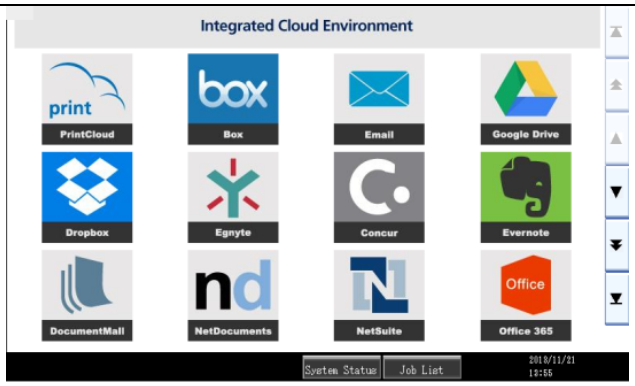
Also a '**Sending…**' message is displayed during the scan data transfer between MFP and web server.

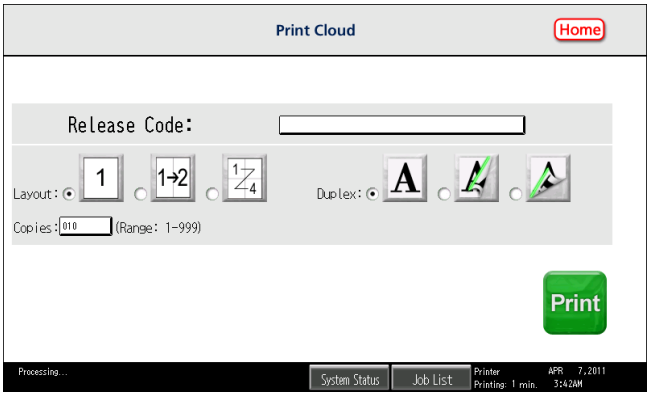
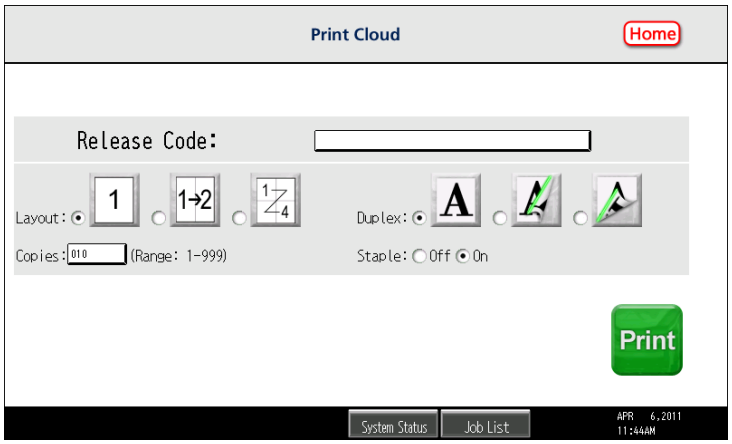
Note: These messages are displayed by the MFP's device browser, not by the Scan to Email application.

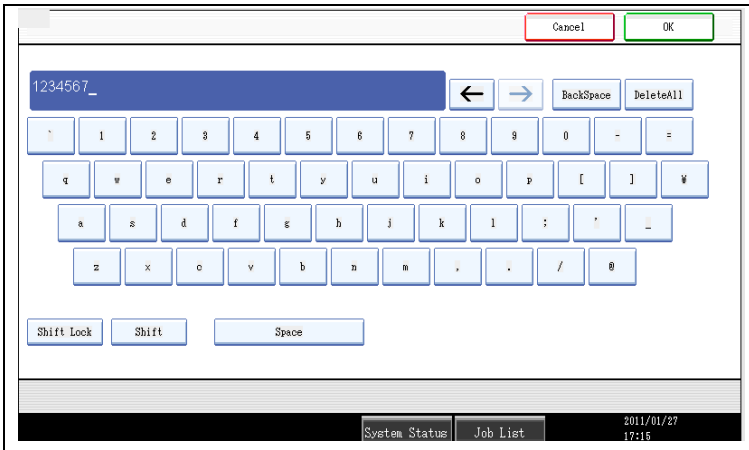
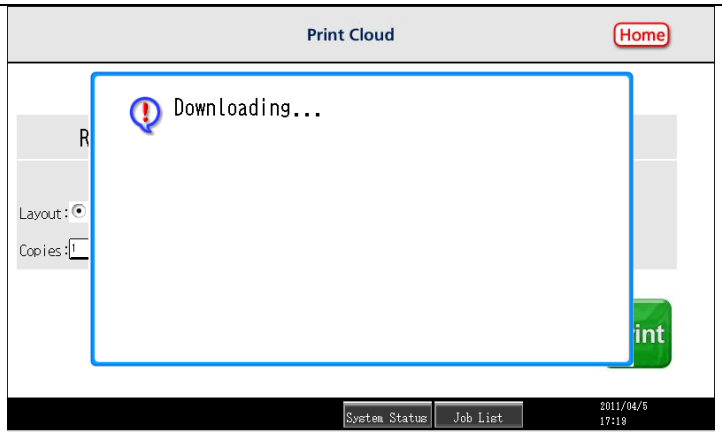
7 Print Cloud

Print Cloud Screens and Operations

This section provides an overview of the Print Cloud application and its operation.

	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen of Integrated cloud Environment.
	Press the 'Print Cloud' icon to access the application.

Finisher Not Installed  **Home**: Return to Main Menu screen [Application List]. **Print**: Print document from Print Cloud. [The 'Start' key can also be used to initiate printing.] **Release Code:** A "Release Code" will be received from Print Cloud after submitting the print job	The following settings are available: 1. Copies 2. Layout 1 Up, 2Up, 4 Up 3. Duplex Simplex, Side Binding, Top Binding Select the data field next to the title: 'Release Code:,' this will open up the Soft Key board. Enter the release code.
Finisher Installed  **Home**: Return to Main Menu screen [Application List]. **Print**: Print document from Print Cloud. [The 'Start' key can also be used to initiate printing.] **Release Code:** Release Code received from Print Cloud (Soonr) after submitting the print job. **Note: Refer to Appendix for Staple information.**	Following Settings are available: 1. Copies 2. Layout 1 Up, 2Up, 4 Up 3. Duplex Simplex, Side Binding, Top Binding 4. Staple Off, On The data entry field next to 'Release Code:' will open the soft keyboard to allow the user to enter the release code.

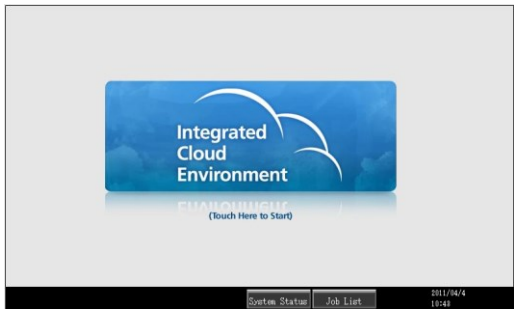
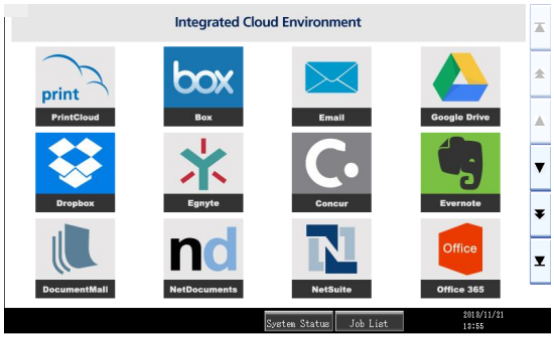
	This illustration shows the soft keyboard accessed after pressing the 'Release Code' data entry field. Enter the release code.
Please input Release Code	If the Print button is pressed without entering a release code, this message is displayed.
Input Valid Copies, Range 1-999	When an invalid copy value is entered, this message is displayed.
Invalid Release Code	If an invalid 'Release Code' is entered and the 'Print' button is pressed, this error message is displayed.
	After entering a valid Release Code and pressing the 'Print' button, this message is displayed informing the user that the print job is being downloaded. Once the download is complete a 'Download Complete' message is momentarily displayed.

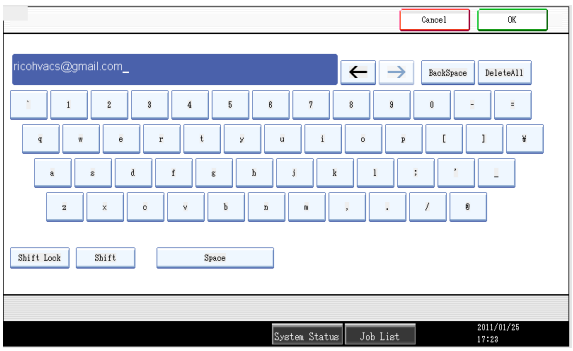
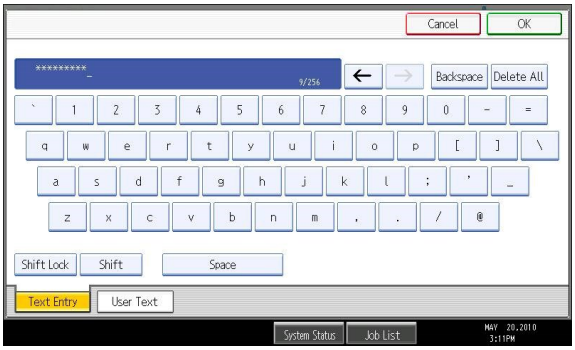
This page intentionally left blank to allow for duplex printing.

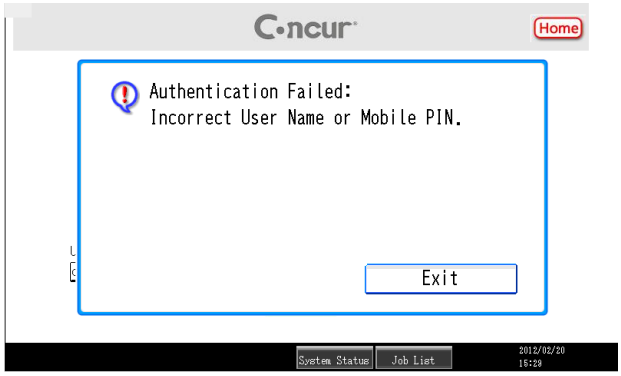
8 Scan to Concur

Scan to Concur™ Screens and Operations

This section provides an overview of the Scan to Concur™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Concur™] icon to access the Scan to Concur™ application.
 Home: Return to Main Menu screen [Application List].	**Login Screen:** Press the data entry field below User Name: This will open the “soft” keyboard. Note: You must have a valid “Concur™,” web application account to log-in.

	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the Mobile Pin (located below “Mobile Pin:”). The soft keyboard again opens.
	Enter your Concur™ account Mobile Pin using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Concur™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.

Select any one of Location to scan the Receipt to:

A. Receipt Store

   Selecting this, will display Scan Setting Screen.

B. Report

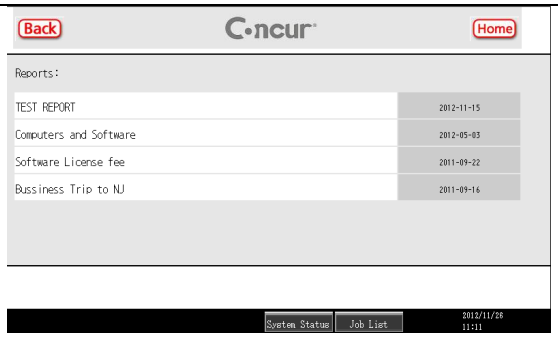
   Selecting this, will display Report list.

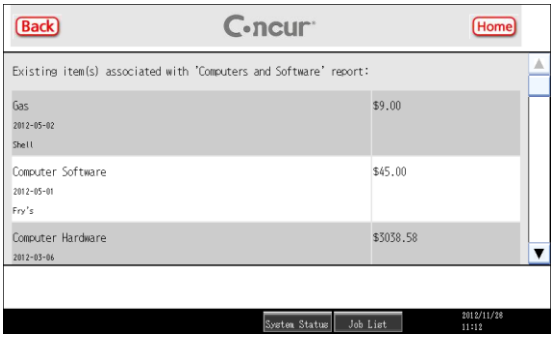
C. Expenses

   Selecting this, will display Report list. Selecting a Report from the list will display Expense item.

Report

Select a Report to which you would like the receipt to be attached.





Expenses

Selecting a Report from the list will display Expense items under that report.

After Selecting an Expense Item, Scan setting screen is displayed.

Home: Return to Main Menu screen [Application List].

Back: Return to previous Screen

Scan: Scan Receipts to Concur™ [The 'Start' key can also be used to initiate scanning].

Setting the Scan Workflow

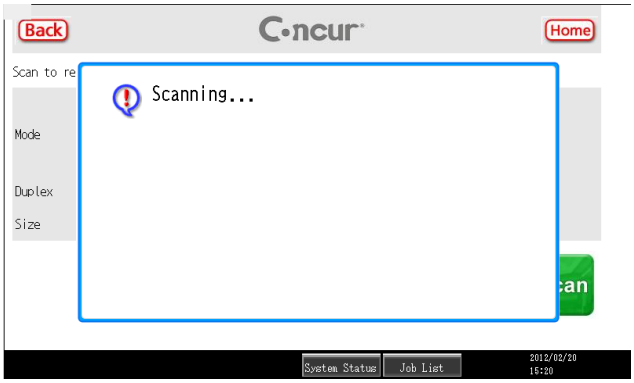
The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF
3. Duplex
   Simplex or Duplex
4. Resolution

   200 DPI, 400 DPI
5. Page Size
   Auto, Letter or 11x17

Note:

1. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
2. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
3. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*



Note: Refer to Troubleshooting section for additional error messages related to scanning.

When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Concur™

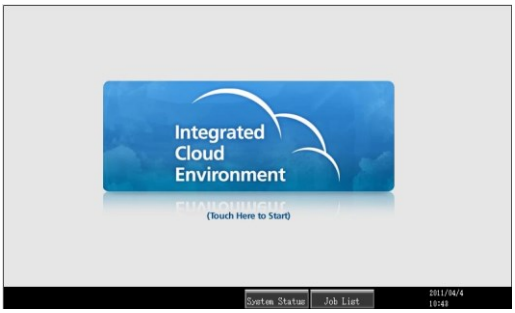
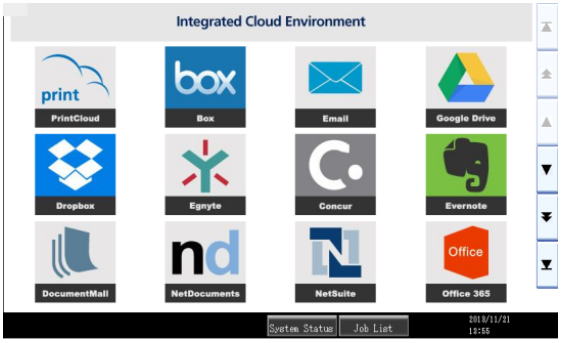
Error and Warning Messages related to Authentication

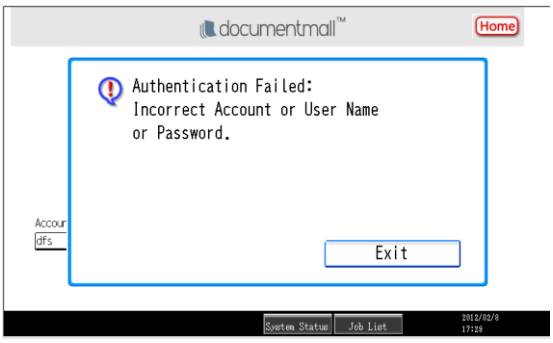
Message	Condition
Please Enter User Name and Mobile Pin.	When the 'Login' button is pressed without entering a 'User Name' and 'Mobile Pin.
Please Enter User Name.	When the 'Login' button pressed without entering a 'User Name'.
Please Enter Mobile Pin.	When the 'Login' button is pressed without entering a 'Mobile Pin.
Cannot Connect to Concur Service.	When the Scan to Concur application cannot connect to Concur service to validate the user credentials. This screen is displayed.
Authentication Failed: Incorrect User Name or Mobile Pin.	When an incorrect User ID or Mobile Pin is entered in the Login Screen. This screen is displayed.
Authentication Failed.	The following is displayed for all other error conditions not covered previously in this table.

9 Scan to Documentmall

Scan to Documentmall™ Screens and Operations

This section provides an overview of the Scan to Documentmall™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Documentmall™] icon to access the Scan to Documentmall™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Press the data entry field below Account: This will open the “soft” keyboard. **Account: Max Chars (256).** **User Name: Max Chars (256).** **Password: Max Chars (256).** Note: You must have a valid “documentmall™,” web application account to log-in.

	Using the soft keyboard, enter the user name. **Account: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the User Name & Password (located below “User Name: & Password:”). The soft keyboard opens. After Account, User Name & Password are entered, Press [Login] button.
 **Note: Refer to the Troubleshooting section for additional error messages relating to login failures.**	If the authentication fails, this error message is displayed. In this case, please re-enter the Documentmall™ user credentials. **Note:** The Login Page will retain the previously entered Account & User Name. If this was entered incorrectly, you will also need to re-enter the Account & User Name.

Home: Return to Main Menu screen [Application List]

Scan: Scan documents to Documentmall [Hardkey 'Start' button can also be used to initiate scanning]

File Name: Touch the edit box next to File Name, this will open up softkey board. Enter file name [Max 32 Characters] of the document to be stored in Documentmall. If a filename is **not** entered, a filename with a Time stamp, and a 3 digit random number is created. See Appendix for details.

Indexing: Pressing this button will show indexing screen along with destination folder selection option. Also on the top right, below home button, current indexing selection 'Document Type' is displayed

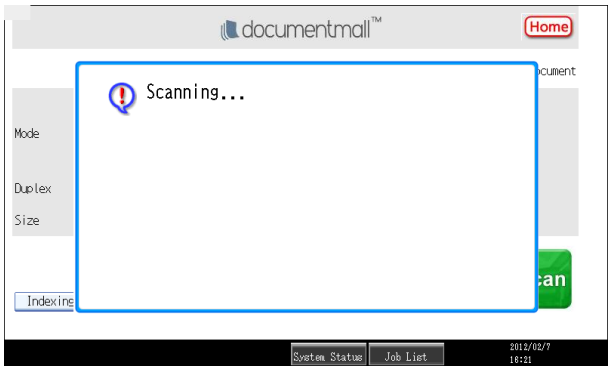
Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF, JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
2. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
3. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*



Note: Refer to Troubleshooting section for additional error messages related to scanning.

When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Home: Return to Main Menu screen [Application List]

Back: Return to Scan Setting Screen

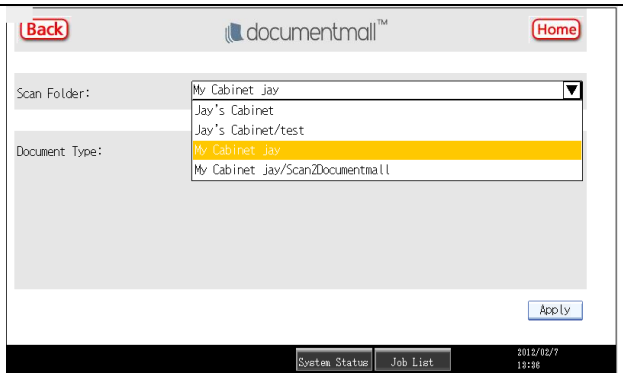
Scan Folder: List box will allow user to select Cabinet or one folder below a cabinet in the Documentmall™ to store the scanned document.

Document Type: List box shows the list of Document Types as configured by the Documentmal™ administrator. Once a specific document Type is selected, up to 4 Attributes related to the selected document type can be set by the user. (Default: Document)

Apply: Press the apply button after selecting a Scan Folder or Document Type and associated attributes

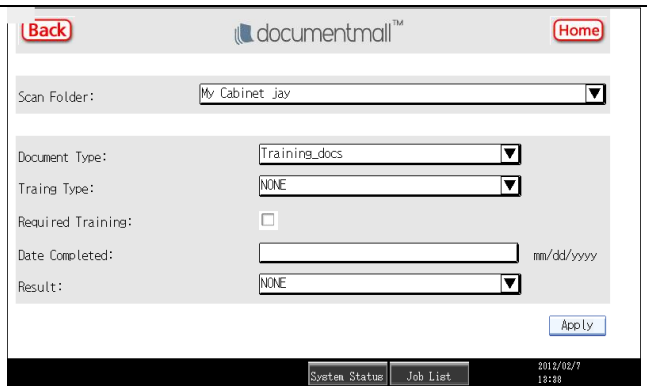
Indexing Screen

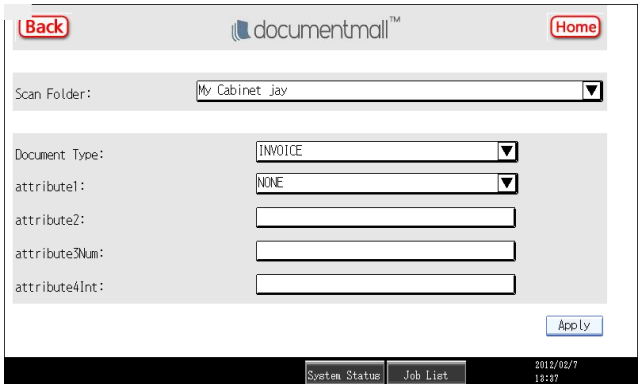
This screen allows user to select Scan file destination folder and Document Type and related attributes.

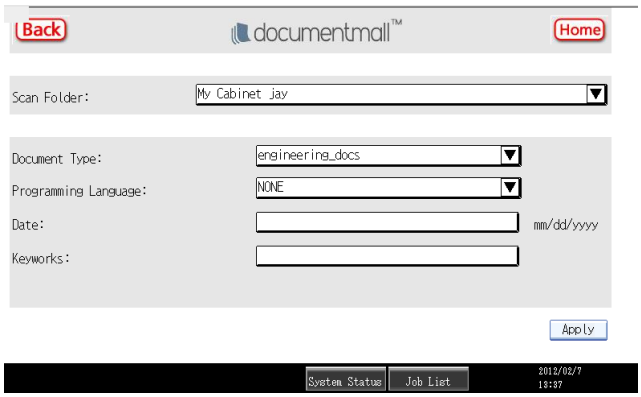


Indexing Screen

List box, showing Cabinet and folder one level below Cabinet.







Indexing Screen

The following illustrations show a few "sample" screen shots based on different Document Type selections.

Troubleshooting Scan to Documentmall™

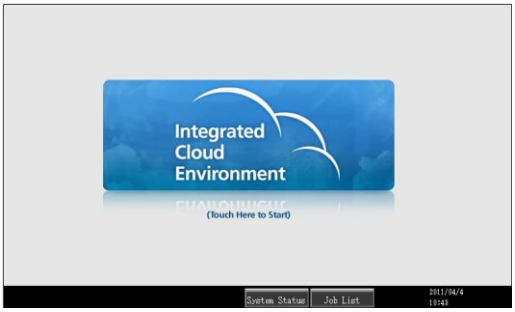
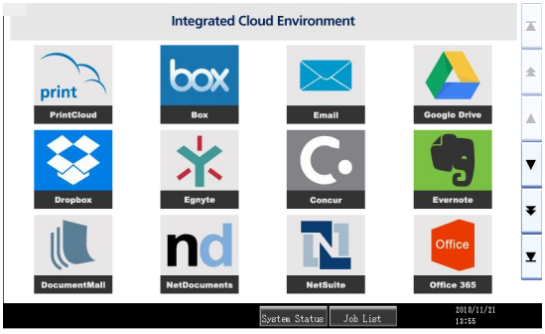
Error and Warning Messages related to Authentication

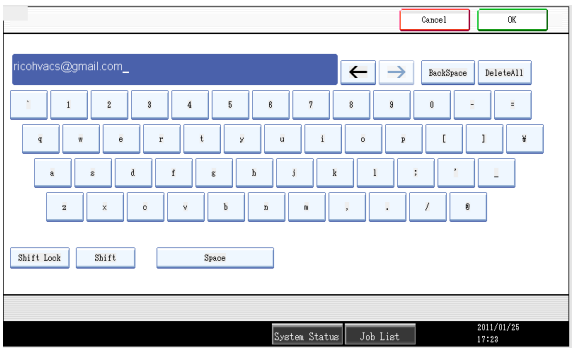
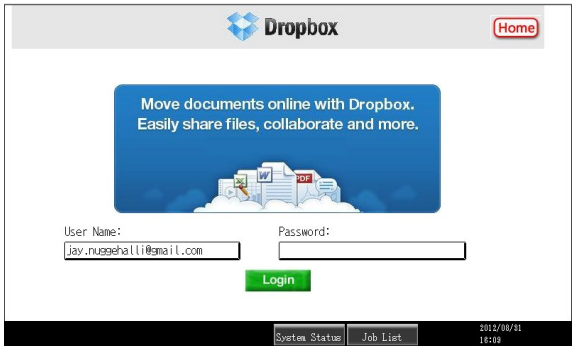
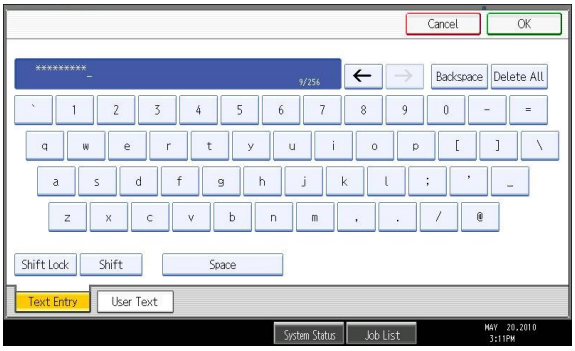
Message	Condition
Please Enter Account.	When 'Login' button pressed without entering 'Account'.
Please Enter User Name.	When 'Login' button pressed without entering 'User Name'.
Please Enter Password.	When 'Login' button pressed without entering 'Password'.
Please Enter Account and Password.	When 'Login' button pressed without entering 'Account' and 'Password'.
Please Enter Account and User Name.	When 'Login' button pressed without entering 'Account' and 'User Name.
Please Enter User Name and Password.	When 'Login' button pressed without entering 'User Name and 'Password'.
Please Enter Account, User Name and Password.	When 'Login' button pressed without entering 'Account' , 'User Name and 'Password'.
Cannot Connect to Documentmall Service.	When Scan to Documentmall application cannot connect to Documentmall™ service to validate the user credentials.
Authentication Failed: Incorrect Account or User Name or Password.	When incorrect Account or User ID or Password is entered in the Login Screen
Authentication Failed.	All other conditions apart from mentioned above.

10 Scan to Dropbox™

Scan to Dropbox™ Screens and Operations

This section provides an overview of the Scan to Dropbox™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Dopbox™] icon to access the Scan to Dopbox™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Press the data entry field below User Name: This will open the “soft” keyboard. Note: You must have a valid “Dropbox™,” web application account to log-in.

	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 **Home**: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Dropbox™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].

Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Dropbox™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.

Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Dropbox™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both Scanned image and OCR file are uploaded. This setting is available only when OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Box. If the filename is **not** entered, a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

After successfully logging in, the Scan setting screen is displayed.

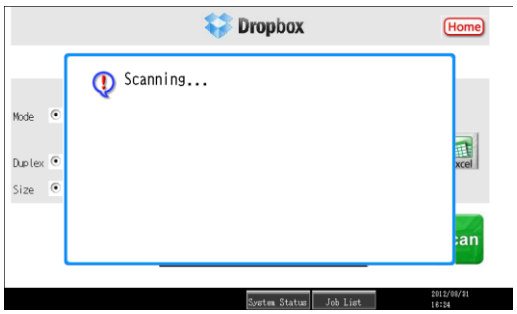
Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
2. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
3. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*
4. *File Name: Max Chars (32)*

	Scan File Name: Enter File name [Max 32 Characters.]
 **Note: Refer to the Troubleshooting section for additional error messages related to scanning.**	When the [Scan] button or [Start] key is pressed, this message is displayed. When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily. Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Dropbox™

Error and Warning Messages related to Authentication

Message	Condition
Please Enter User Name and Password.	This message is displayed when 'Login' button pressed without entering 'User Name' and 'Password'.
Please Enter User Name.	This message is displayed when 'Login' button pressed without entering 'User Name'.
Please Enter Password.	This message is displayed when 'Login' button pressed without entering 'Password'.
Cannot Connect to Dropbox Service.	This message is displayed when Scan to Dropbox application cannot connect to Dropbox™ service to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when incorrect User ID or Password is entered in the Login Screen
Authentication Failed: Account is locked,	This message is displayed when a wrong password is entered more than 5 times. Note: When successive failure occurs, Dropbox™ locks user account. User need to login from a PC browser to re-enable account.
Authentication Failed.	All other conditions apart from mentioned above.

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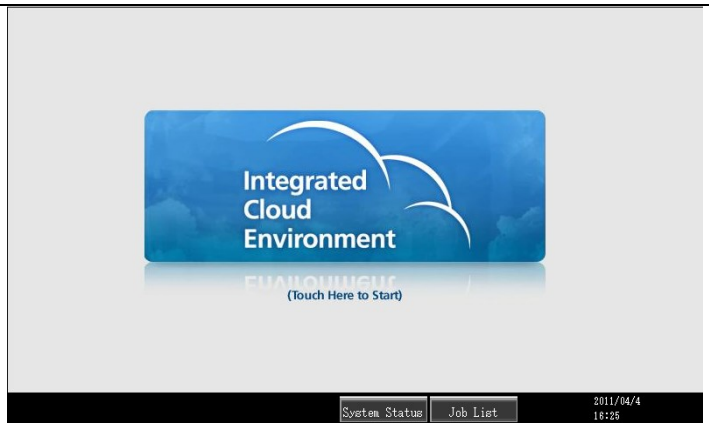
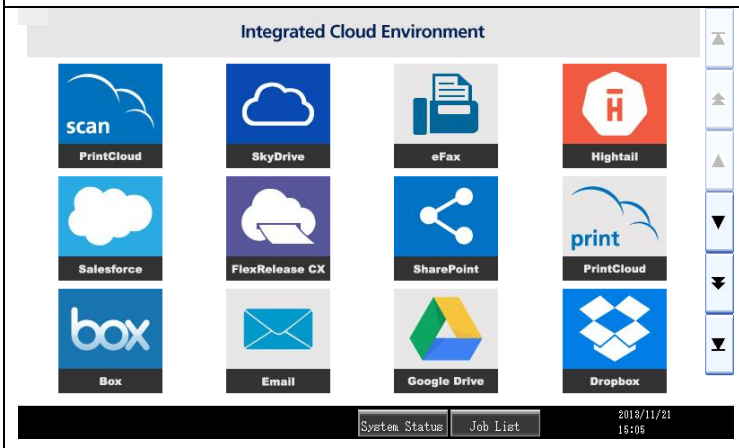
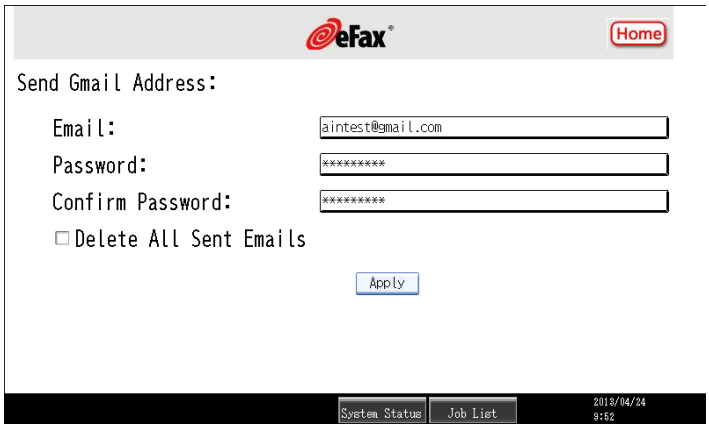
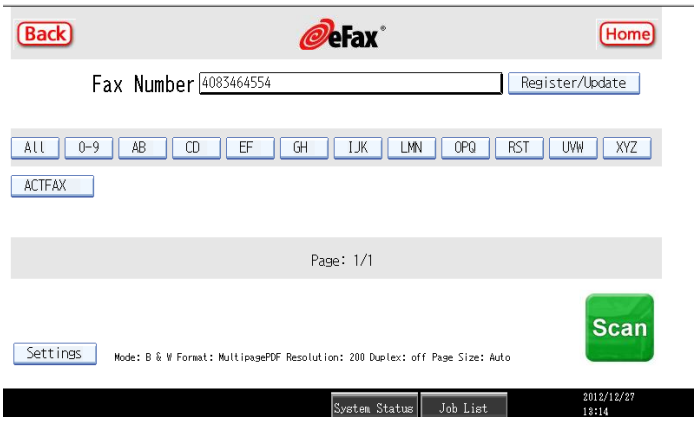
11 Scan to eFax

Scan to eFax Screens and Operations

This section provides an overview of the Scan to eFax application and its operation.

	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen of the Integrated cloud Environment.
	Press on the [Scan to eFax] icon to access the application.
	If Gmail account through which email is sent to eFax is not configured, this screen is shown. Press the data entry field next to 'Email' , 'Password' and 'Confirm Password' Pressing [Apply] will configure Gmail account information and will display Directory screen. Note: Use only Gmail address. Checking 'Delete All Sent Emails' will delete, sent emails from this Gmail account.

User List Screen



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to eFax [The 'Start' key can also be used to initiate scanning].

Settings: This will show Scan Settings Screen.

Register/Update:

- New Recipient and Fax Number can be registered for this device or all devices in organization on which Integrated Cloud Environment is deployed
- Previously registered Recipient and Fax Number can be Deleted or Updated [Only Change registration from 'This Device' to 'All Devices' in organization]

<<First, <Prev, Next>, Last>> :

- These buttons are for Page Navigation, within the User List.

Note: These buttons are displayed only if there are more than one page, **'<<First'**, **'<Prev'** buttons are **not** displayed in First page, **'Next>'**, **'Last>>'** buttons are **not** displayed on the last page.

User can select Recipient's Fax Number, if they have previously registered.

- Recipients are shown as buttons, pressing that will show Fax Number in Fax Number Edit Box

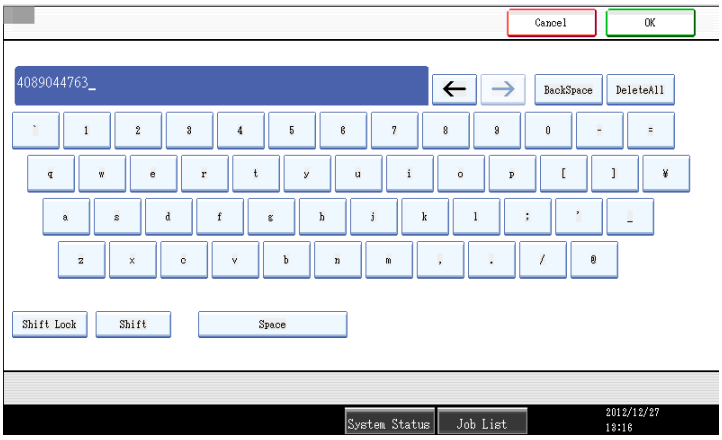
- Pressing Buttons:
'0-9', 'AB' … 'XYZ'
Will Show Recipients starting from above alphabets.

- Pressing 'All' will show all Recipients registered to this device or organization.

- If recipient is **not** registered user can just enter Fax Number in Fax Number edit box.

- Up to 7 recipients per row are displayed, and up to two rows are displayed. If number of registered fax numbers exceed 14, Page Navigation buttons are displayed

Manually Enter the Fax Number Screen



Enter the fax number.

Scan Setting Screen

Home: Return to Main Menu screen [Application List].

Scan: Scan documents to eFax [The 'Start' key can also be used to initiate scanning].

File Name: Touch the entry field next to "File Name," this will open the soft keyboard. Enter a file name [Max 32 Characters] for the document. If a file name is **not** entered a "default" file name comprised of a "time stamp" and a "3 digit random number" is created. See Appendix for details.

Directory: Pressing the Directory, displays the Directory Screen.

Scan Settings

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. Resolution
   200 dpi, 400 dpi
5. Page Size
   Auto, Letter or 11x17

Note:

6. Select Size as 'Auto' for all standard sizes recognized by the MFP.
7. Use 'Letter' or '11x17', if you are scanning non standard sizes like 'Receipts' etc, depending on the size of paper.
8. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.
9. Fax Number: Max Chars (256).
10. File Name: Max Chars (32).

Fax number Registration Screen

Home: Return to Main Menu screen [Application List]

Directory: This will show Directory Screen

Register: Registers the Fax Number Information.

Available?: Checks if the entered Recipient is available for registration.

Fax Recipient can be registered on this screen. Registering Fax numbers prevents repeated manual entry of the Fax number for future use.

- Recipient: Max 8 chars [This is displayed as a button in Directory Screen.]
- Fax Number
- Register To:
  'This Device' or 'All Devices' in organization.

User ID: Max Chars (8)

Fax Number: Max Chars (256)

Note: Only alphanumeric characters are allowed for Recipient.

Fax number Registration Screen

1. 'Recipient' Available

2. 'Recipient' Not available

Pressing 'Available?' will check if the User ID was previously registered.

Note: There is no specific limit set on the number of Fax number registrations. However, for a typical workgroup environment, less than 100 Fax numbers are recommended.

Fax number Update Screen

Home: Return to Main Menu screen [Application List].

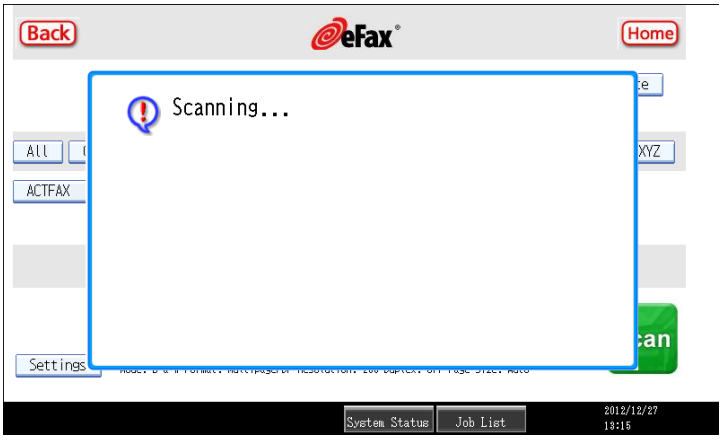
Directory: This displays the Directory Screen.

Delete: Deletes Recipient. Recipient information will be completely deleted irrespective of 'This Device' or 'All Device' selection.

Update: Recipient information is updated. [Register To: This Device or All Devices].

From this screen, the user can

- Delete or Update Fax number registration information [ie. from 'This Device' to 'All Devices' or vice versa].



When, the [Scan] button or [Start] key is pressed. This message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is momentarily displayed.

Also a '**Sending…**' message is displayed during the scan data transfer between MFP and web server.

Note: These messages are displayed by the MFP's device browser, not by the Scan to Email application.

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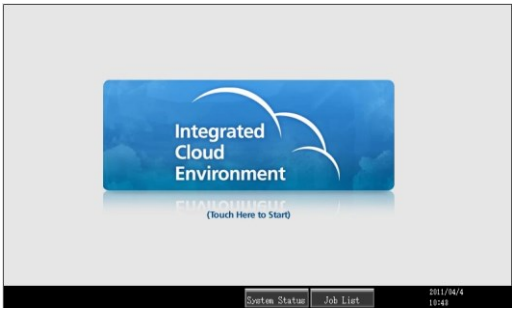
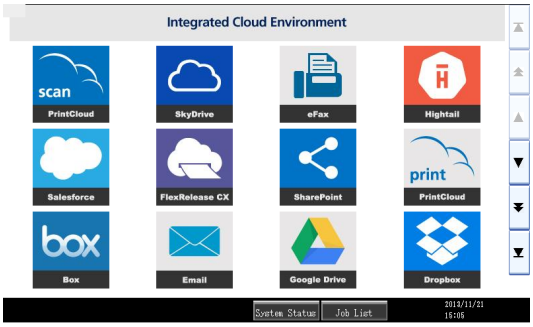
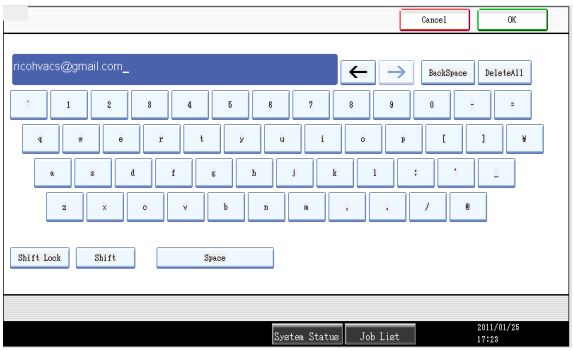
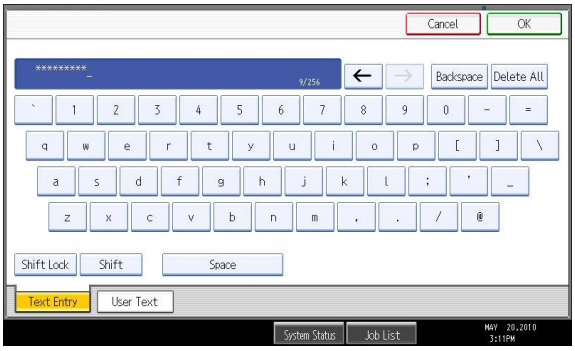
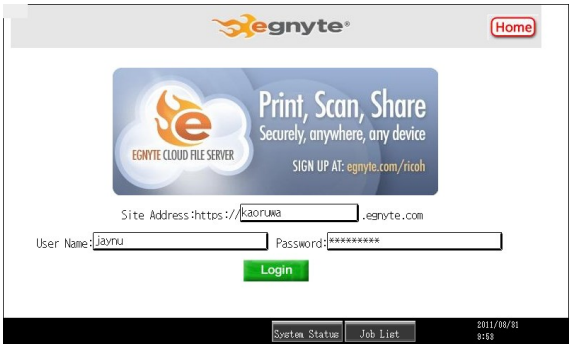
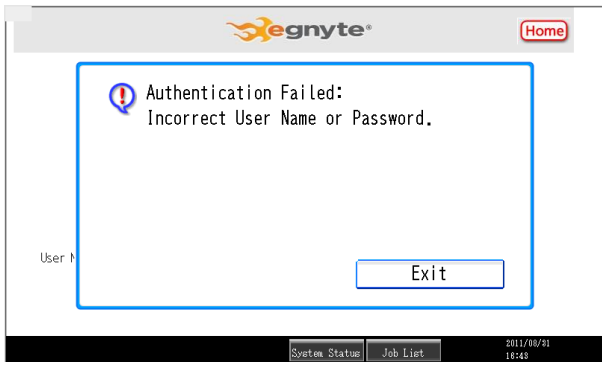
12 Scan to Egnyte™

Scan to Egnyte™ Screens and Operations

This section provides an overview of the Scan to Egnyte™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Egnyte™] icon to access the Scan to Egnyte™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Enter **Site address** if it is empty or incorrect. Once entered, this information is stored for future logins. Press the data entry field below User Name: This will open the “soft” keyboard. Note: You must have a valid “egnyte™,” web application account to log-in.

	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Egnyte™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 **Home**: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Egnyte™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.

Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Egnyte™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both the Scanned image and OCR file are uploaded. This setting is available only when OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Egnyte. If the filename is **not** entered a system generated filename comprised of a Time stamp, and 3 digit random number is created. See Appendix for details.

After successfully logging in, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

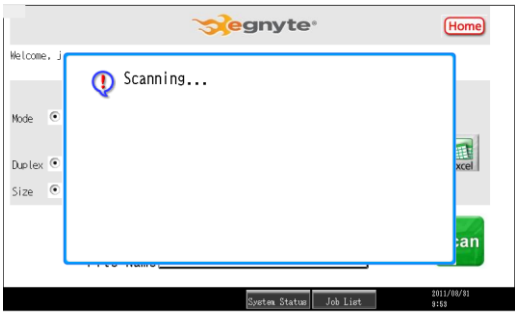
Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.

2. Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.

3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.

4. File Name: Max Chars (32).

	Scan File Name: Enter File name [Max 32 Characters.]
 **Note: Refer to Troubleshooting section for additional error messages related to scanning.**	When the [Scan] button or [Start] key is pressed, this message is displayed. When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily. Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Egnyte™

Error and Warning Messages related to Authentication

Message	Condition
Please Enter Site Address, User Name and Password.	This message is displayed when the 'Login' button is pressed without entering a 'Ste Address', 'User Name' and 'Password'.
Please Enter Site Address.	This message is displayed when the 'Login' button is pressed without entering the 'Site Address' ONLY.
Please Enter User Name.	This message is displayed when the 'Login' button is pressed without entering the 'User Name' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Please Enter User Name and Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Password'.
Cannot Connect to Egnyte Service.	This message is displayed when the Scan to Egnyte™ application cannot connect to the Egnyte™ service in order to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen.
Authentication Failed.	This message is displayed for any other error not defined in this table.

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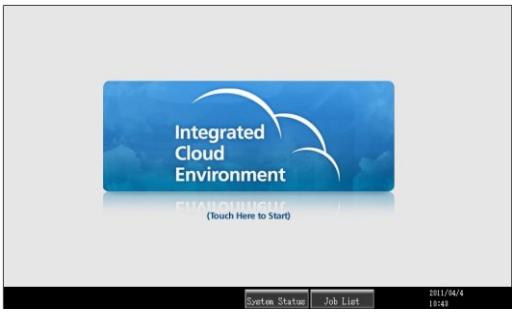
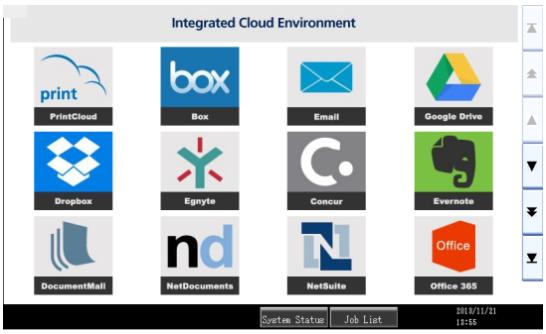
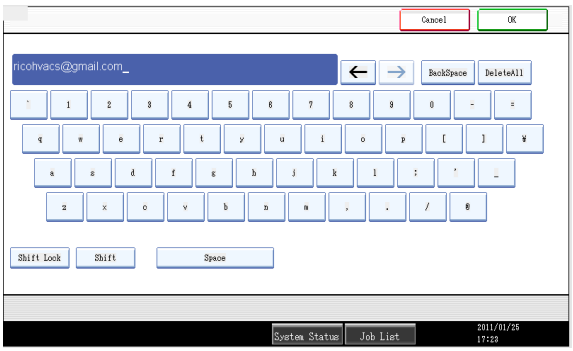
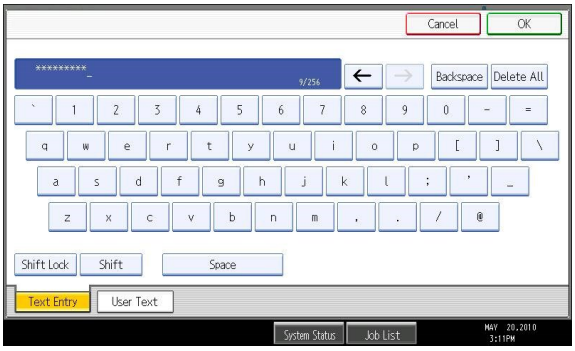
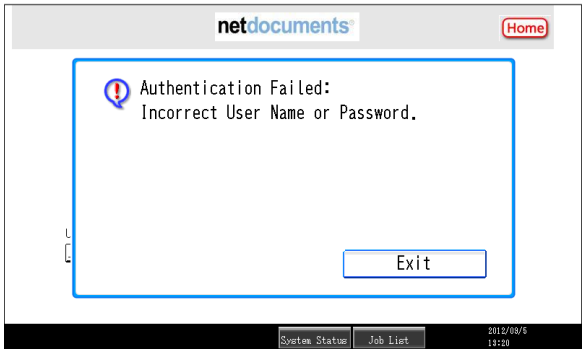
13 Scan to NetDocuments™

Scan to NetDocuments™ Screens and Operations

This section provides an overview of the Scan to NetDocuments™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Netdocuments™] icon to access the Scan to NetDocuments™ application.
 Home: Return to Main Menu screen [Application List].	**Login Screen:** Press the data entry field below User Name: This will open the “soft” keyboard. Note: To log-in, you must have a valid “netdocuments™,” web application account.

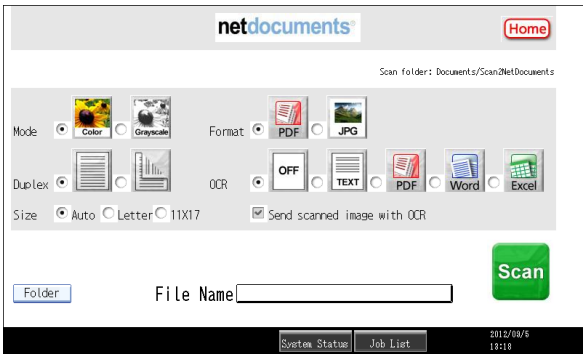
	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your NetDocuments™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the NetDocuments™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to NetDocument™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both Scanned image and OCR file are uploaded. This setting is available only when OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in NetDocument. If the filename is **not** entered, a system generated filename comprised of a Time stamp, and 3 digit random number, is created. See Appendix for details.

Folder: This will open up the Cabinet and Folder selection screen. User can select Cabinet and Folder to which Scanned document is uploaded.

After successfully logging in, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

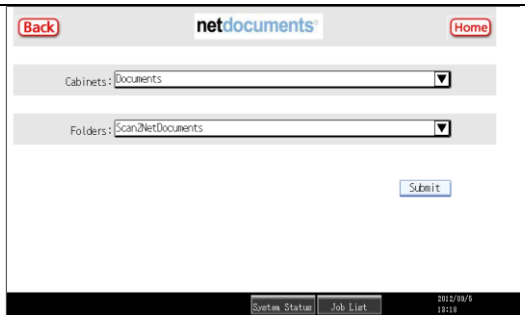
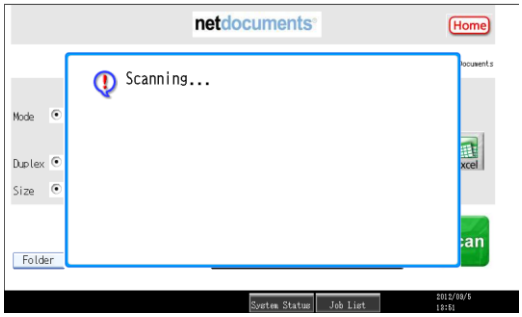
Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.

2. Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.

3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.

4. File Name: Max Chars (32).

	Scan File Name: Enter File name [Max 32 Characters.]
 **Cabinets:** This list box shows available cabinets in user's account **Folders:** This list box shows available folders under selected Cabinet. **Submit:** Pressing 'Submit' button will select the Cabinet and Folder selected in the list box	In this screen user can select Cabinet and folder, to which scanned document is uploaded.
 **Note: Refer to Troubleshooting section for additional error messages related to scanning.**	When the [Scan] button or [Start] key is pressed, this message is displayed. When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily. Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to NetDocuments™

Error and Warning Messages related to Authentication

Message	Condition
Please Enter User Name.	This message is displayed when the 'Login' button is pressed without entering the 'User Name' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Please Enter User Name & Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Password'.
Cannot Connect to NetDocuments Service.	This message is displayed when the Scan to NetDocuments™ application cannot connect to the NetDocuments™ service in order to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen.
Authentication Failed: Account Locked.	When a wrong password is entered more than 10 times. Note: When successive failure occurs, Netdocuments locks user account. User need to login from a PC browser to re-enable account.
Authentication Failed.	This message is displayed for any other error not defined in this table.

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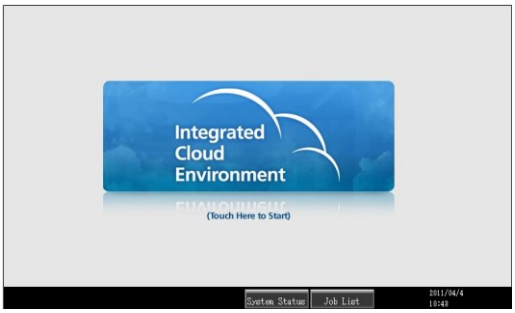
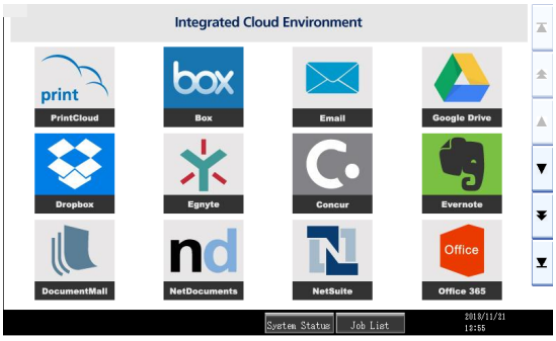
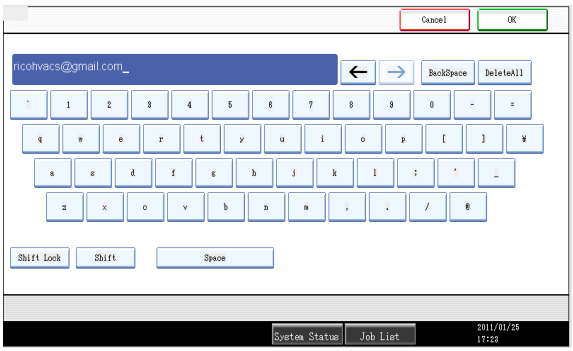
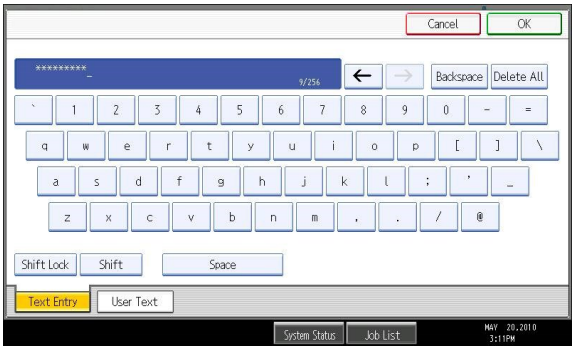
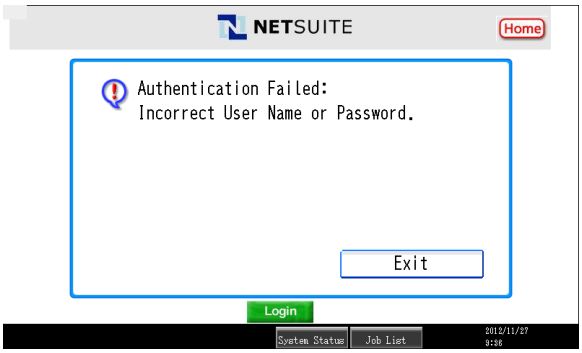
14 Scan to Netsuite™

Scan to Netsuite™ Screens and Operations

This section provides an overview of the Scan to Netsuite™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Netsuite™] icon to access the Scan to Netsuite™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Press the data entry field below Account: This will open the “soft” keyboard. **Account: Max Chars (256).** **User Name: Max Chars (256).** **Password: Max Chars (256).** Press the data entry field below User Name: This will open the “soft” keyboard. Note: To log-in, you must have a valid “NETSUITE™,” web application account.

	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Netsuite™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].

<table>
<tr>
<td> 

Note: Refer to the Troubleshooting section for additional error messages relating to login failures.</td>
<td>If the authentication fails, this error message is displayed. In this case, please re-enter the Netsuite™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.</td>
</tr>
<tr>
<td>
</td>
<td>Select user’s desired role.

Note: Same user can have multiple roles, access rights change based on the role selected.</td>
</tr>
<tr>
<td>
</td>
<td>In this screen User can select one of the following:

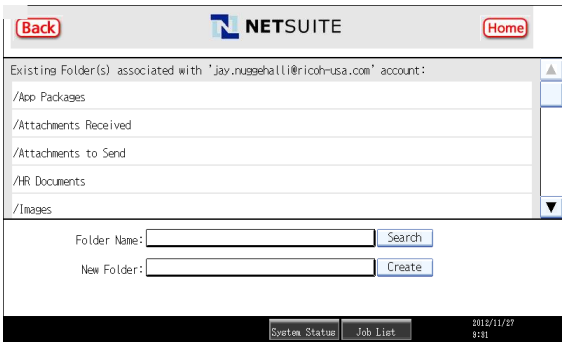
• Purchase Order
• Expenses
• Documents(Folders)
• Opportunities</td>
</tr>
</table>

Depending on selection in previous screen, respective lists are shown.

Select the item to which scanned document needs to be attached to.

<-- Purchase Order List

<-- Expenses List

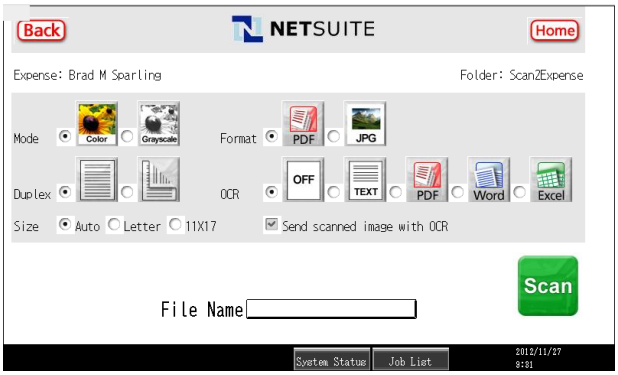


<-- Folder List

<-- Opportunity List

Back: This will take the user to previous screen.

Change Folder: This will show folder selection Screen, this is available in PO, Expenses, Opportunity List Screen



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Netsuite™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both Scanned image and OCR file are uploaded. This setting is available only when OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Netsuite™. If the filename is **not** entered a system generated filename that includes a Time stamp and a 3 digit random number is created. See Appendix for details.

Once user selects an item in the list shown in previous screen, scan setting screen is shown

Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.

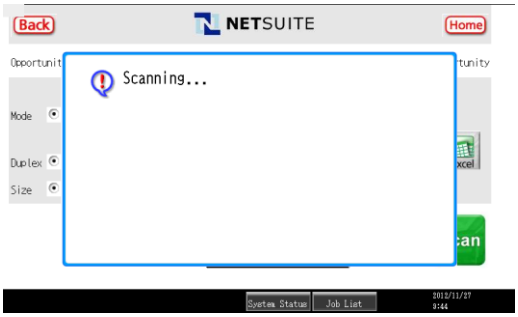
2. Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.

3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.

4. File Name: Max Chars (32).

Scan File Name:

Enter File name [Max 32 Characters.]



Note: Refer to Troubleshooting section for additional error messages related to scanning.

When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Netsuite™

Error and Warning Messages related to Authentication

Message	Condition
Please Enter User Name.	This message is displayed when the 'Login' button is pressed without entering the 'User Name' ONLY.
Please Enter Account.	This message is displayed when the 'Login' button is pressed without entering the 'Account' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Please Enter User Name and Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Password'.
Cannot Connect to NetSuite Service.	This message is displayed when the Scan to NetSuite™ application cannot connect to the NetSuite ™ service in order to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen.
Authentication Failed: Account is locked.	This message is displayed when the 'Login' button pressed and user's account is locked.
Authentication Failed: You do not have privileges	This message is displayed when the 'Login' button pressed and user's account does not have sufficient privileges.
Your password has expired. Please reset password.	This message is displayed when the 'Login' button pressed and user's password has expired.
Authentication Failed.	This message is displayed for any other error not defined in this table.

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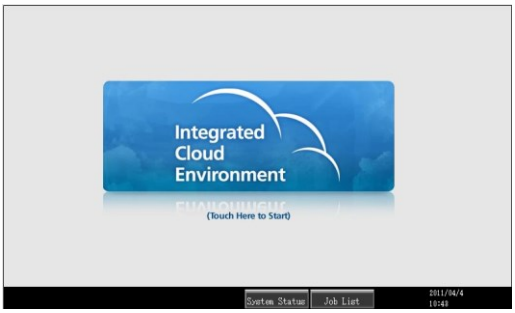
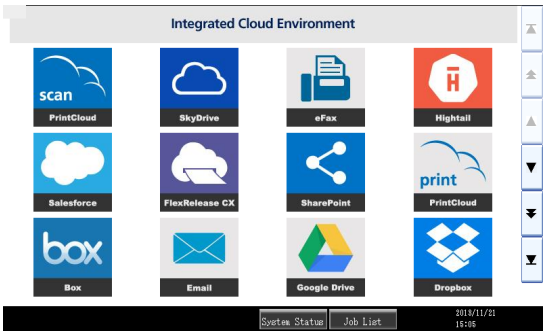
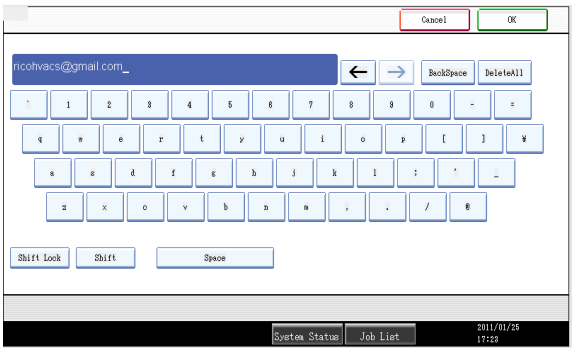
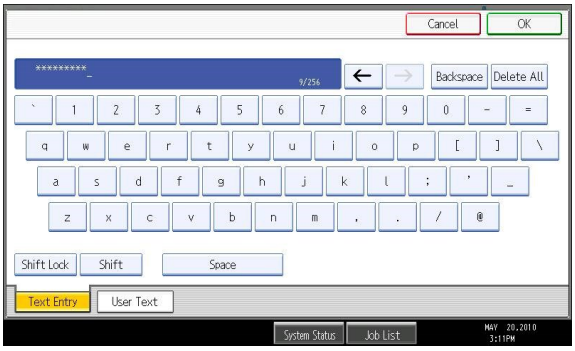
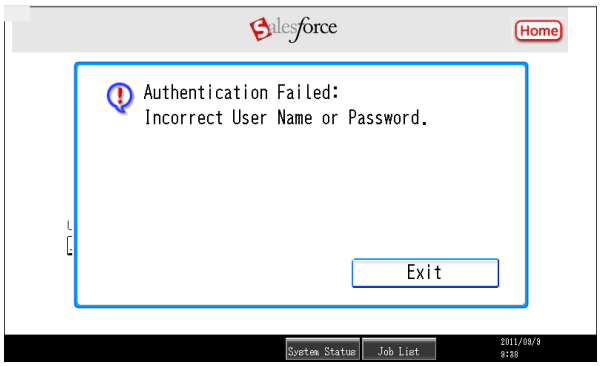
15 Scan to Salesforce™

Scan to Salesforce™ Screens and Operations

This section provides an overview of the Scan to Salesforce™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Salesforce™] icon to access the Scan to Salesforce ™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Press the data entry field below User Name: This will open the “soft” keyboard. Note: To log-in, you must have a valid “salesforce™,” web application account.

	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Salesforce ™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

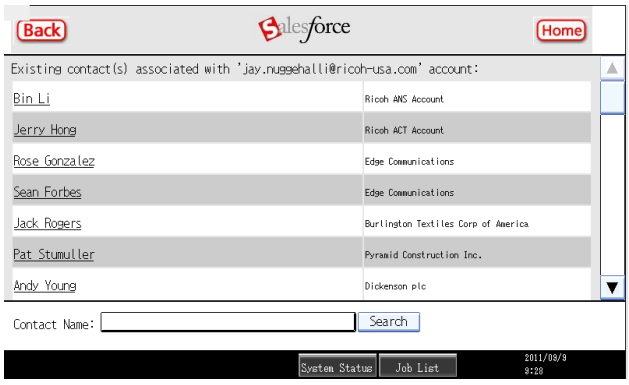
If the authentication fails, this error message is displayed. In this case, please re-enter the Salesforce ™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.

In this screen User can select one of the following:

- Accounts
- Contacts
- Documents
- Opportunities

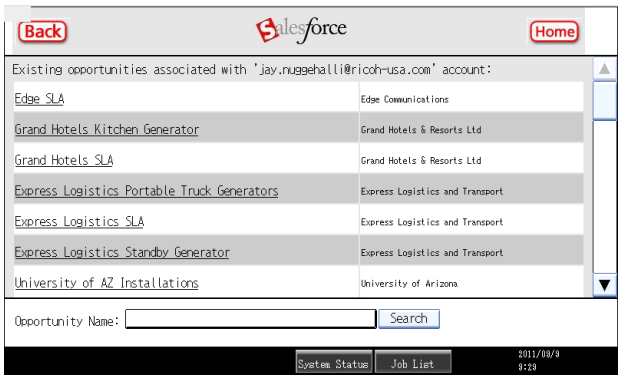
Contacts List



Depending on the selection made on the previous screen, one of the screens illustrated on this and the next page is displayed.

From the appropriate screen, select the item to which scanned document needs to be attached to.

Opportunities List



Folder List

Accounts List

Back: This will take the user to previous screen.

Search: User can search items by entering a search keyword

Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Salesforce ™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both Scanned image and OCR file are uploaded. This setting is available only when the OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Salesforce. If the filename is **not** entered, a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

Once user selects an item in the list shown in previous screen, scan setting screen is shown

Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.

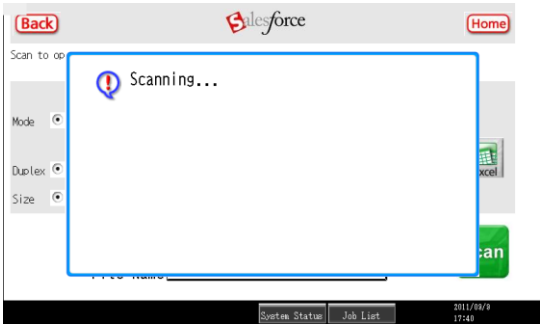
2. Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.

3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.

4. File Name: Max Chars (32).

Scan File Name:

Enter File name [Max 32 Characters.]



Note: Refer to Troubleshooting section for additional error messages related to scanning.

When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Salesforce™

Error and Warning Messages related to Authentication

Message	Condition
Please Enter User Name.	This message is displayed when the 'Login' button is pressed without entering the 'User Name' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Please Enter User Name and Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Password'.
Cannot Connect to Salesforce Service.	This message is displayed when the Scan to Salesforce™ application cannot connect to the Salesforce ™ service in order to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen.
Authentication Failed: You do not have privileges.	This message is displayed when user does not have privilege to access Salesforce account through APIs
Authentication Failed: Account is locked.	This message is displayed when the Salesforce™ account is locked.
Your password has expired. Please reset password.	This message is displayed when the Salesforce™ account's password is expired and needs to be reset.
Authentication Failed.	This message is displayed for any other error not defined in this table.

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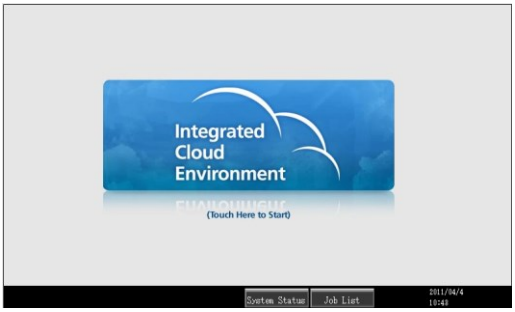
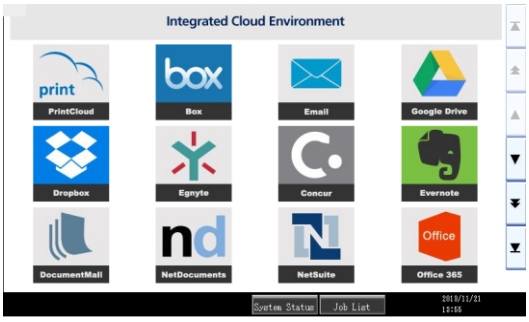
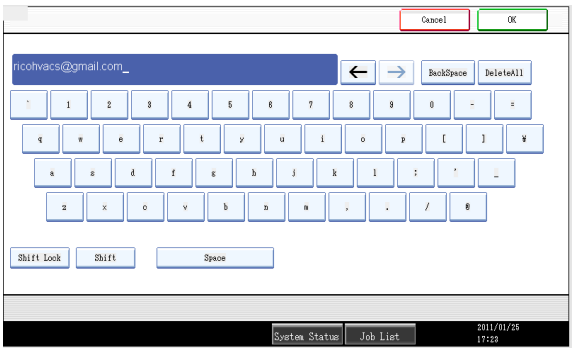
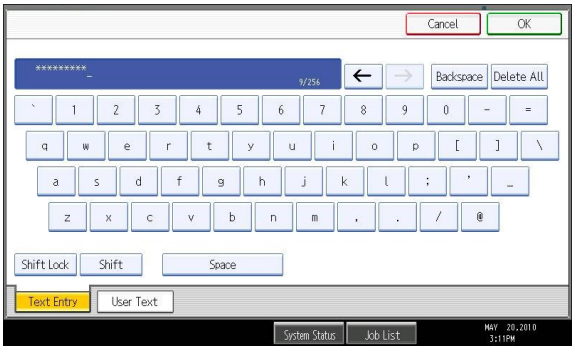
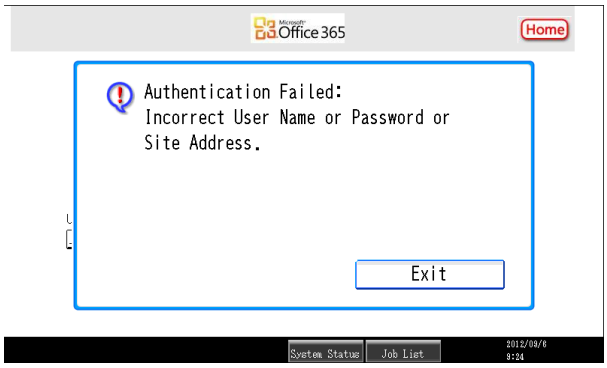
16 Scan to Office365™

Scan to Office365™ Screens and Operations

This section provides an overview of the Scan to Office365™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Office365™] icon to access the Scan to Office365™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Enter Domain name by pressing data entry field next to '@' symbol, this will open the "soft" keyboard. Press the data entry field below User Name: This will open the "soft" keyboard. Note: To log-in, you must have a valid "Office 365™," web application account.

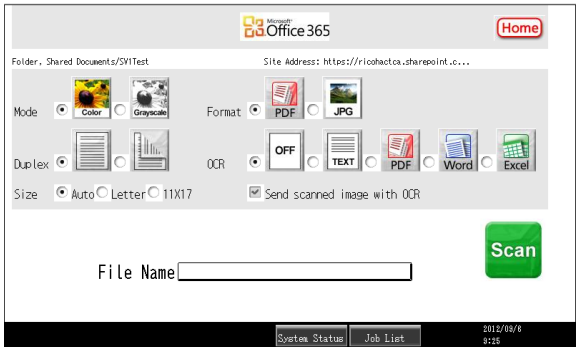
	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Office365™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Office365™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Office365™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both the Scanned image and the OCR file are uploaded. This setting is available only when OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Office365™. If the filename is **not** entered, a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

After successfully logging in, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

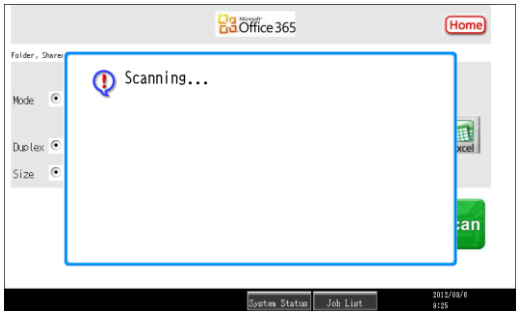
Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.

2. Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.

3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.

4. File Name: Max Chars (32).

	Scan File Name: Enter File name [Max 32 Characters.]
 **Note: Refer to Troubleshooting section for additional error messages related to scanning.**	When the [Scan] button or [Start] key is pressed, this message is displayed. When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily. Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Office365™

Error and Warning Messages related to Authentication

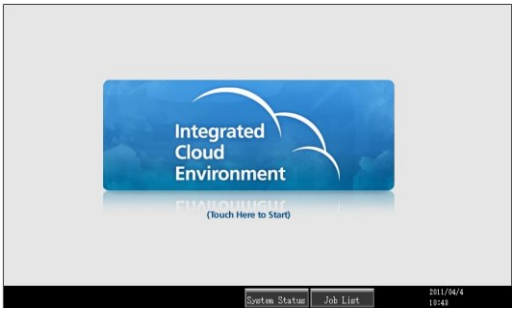
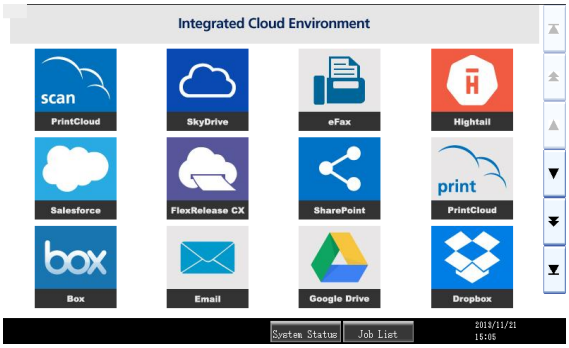
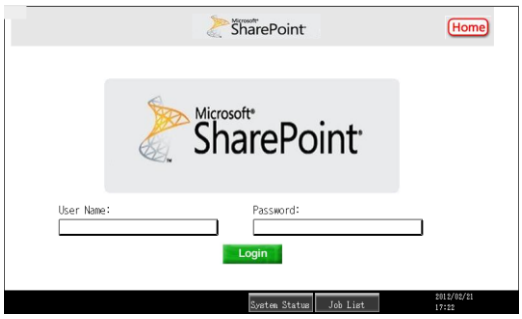
Message	Condition
Please Enter User Name.	This message is displayed when the 'Login' button is pressed without entering the 'User Name' ONLY.
Please Enter Domain.	This message is displayed when the 'Login' button is pressed without entering the 'Domain' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Please Enter User Name and Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Password'.
Please Enter Domain and Password.	This message is displayed when the 'Login' button pressed without entering the 'Domain' and 'Password'.
Please Enter User Name and Domain.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Domain'.
Please Enter User Name, Domain and Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name', 'Domain' and 'Password'.
User Name cannot contain @ symbol	This message is displayed when the 'Login' button pressed and User Name format is not correct.
Domain cannot contain @ symbol	This message is displayed when the 'Login' button pressed and Domain format is not correct.
Authentication Failed: Account is locked.	This message is displayed when the 'Login' button pressed and user's account is locked.
Cannot Connect to Office365 Service.	This message is displayed when the Scan to Office365 application cannot connect to the Office365™ service in order to validate the user credentials.

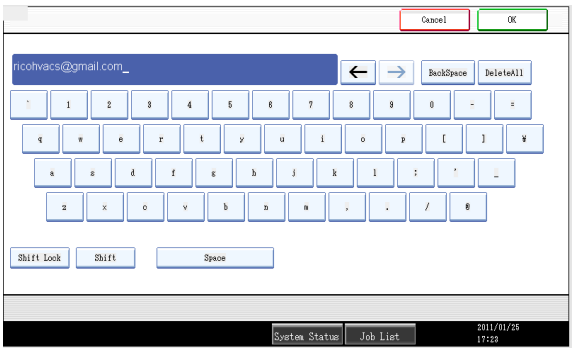
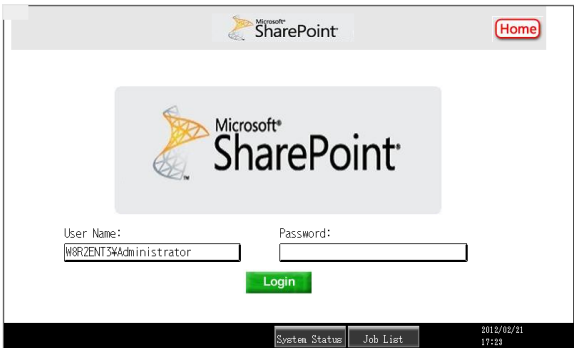
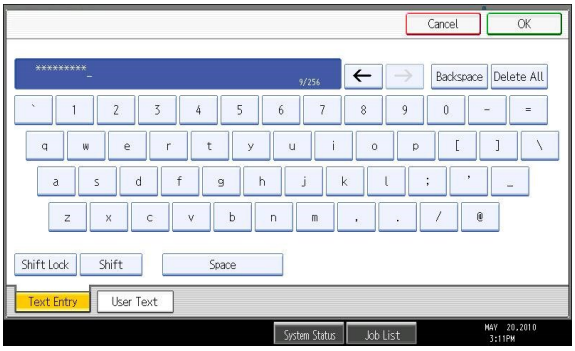
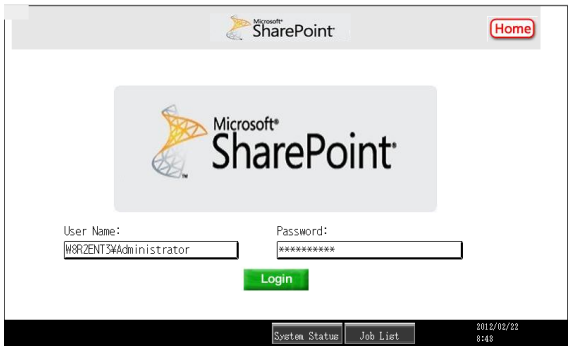
Authentication Failed: Incorrect User Name or Password or Domain.	This message is displayed when an incorrect User Name or Password or Domain is entered in the Login Screen.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen.
Authentication Failed: Incorrect site address.	This message is displayed when an incorrect site address is configured.
Authentication Failed: Site not configured, Contact Administrator.	This message is displayed when site address is not configured.
Authentication Failed.	This message is displayed for any other error not defined in this table.

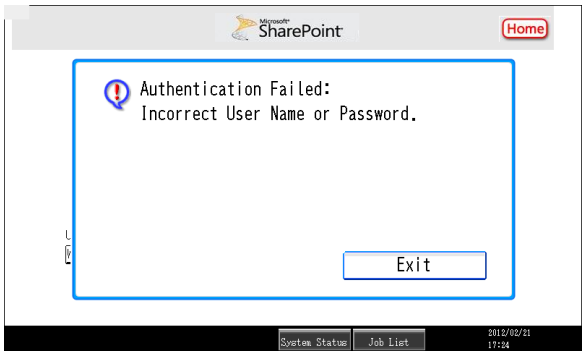
17 Scan to Sharepoint™

Scan to Sharepoint™ Screens and Operations

This section provides an overview of the Scan to Sharepoint™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Sharepoint™] icon to access the Scan to Sharepoint™ application.
 **Home**: Return to Main Menu screen [Application List]	**Login Screen:** Press the data entry field below User Name: This will open the “soft” keyboard. Note: To log-in, you must have a valid “SharePoint™,” account.

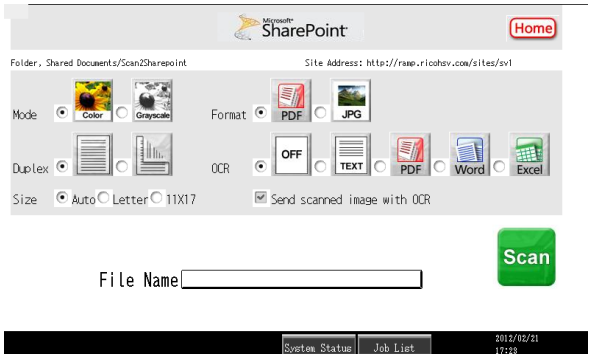
	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 **Home**: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Sharepoint™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 **Home**: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Sharepoint™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Sharepoint™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both Scanned image and OCR file are uploaded. This setting is available only when OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Sharepoint™. If the filename is **not** entered, a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

Folder: Scan destination folder is configured in Administrator interface of Scan to Sharepoint application

Site Address: Site address is configured in Administrator interface of Scan to Sharepoint application

After successfully logging in, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

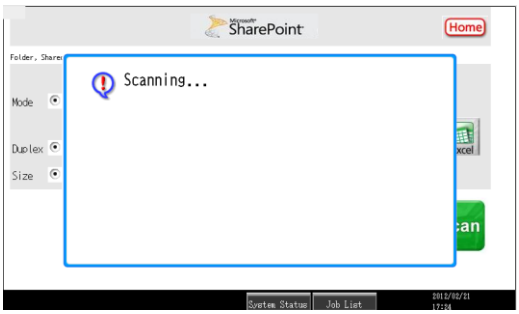
Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.

2. Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.

3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.

4. File Name: Max Chars (32).

	Scan File Name: Enter File name [Max 32 Characters.]
 **Note: Refer to Troubleshooting section for additional error messages related to scanning.**	When the [Scan] button or [Start] key is pressed, this message is displayed. When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily. Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Sharepoint™

Error and Warning Messages related to Authentication

Message	Condition
Please Enter User Name.	This message is displayed when the 'Login' button is pressed without entering the 'User Name' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Please Enter User Name and Password.	This message is displayed when the 'Login' button pressed without entering the 'User Name' and 'Password'.
Cannot Connect to Sharepoint Service.	This message is displayed when the Scan to Sharepoint application cannot connect to the Sharepoint™ service in order to validate the user credentials.
Authentication Failed: Account is locked.	This message is displayed when the 'Login' button pressed and user's account is locked. Please contact administrator of Sharepoint™
Authentication Failed: Incorrect site address.	This message is displayed when the 'Login' button pressed and Sharepoint address is not configured properly in Scan to Sharepoint application.
Authentication Failed: Incorrect SharePoint Version.	This message is displayed when the 'Login' button pressed and Sharepoint version is not correctly configured in Scan to Sharepoint application.
Authentication Failed: Site not configured, Contact Administrator.	This message is displayed when the 'Login' button pressed and Sharepoint site address is not configured in Scan to Sharepoint application.
Please Enter Valid User Name: Domain\Username	This message is displayed when the 'Login' button pressed and proper format of user name is not entered.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen.
Authentication Failed.	This message is displayed for any other error not defined in this table.

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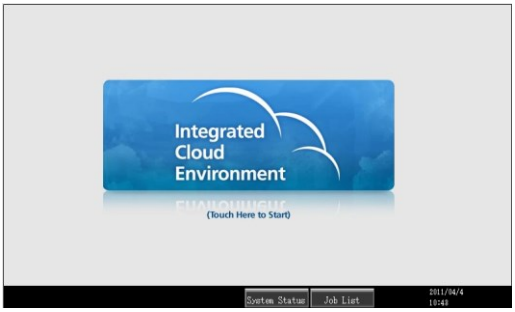
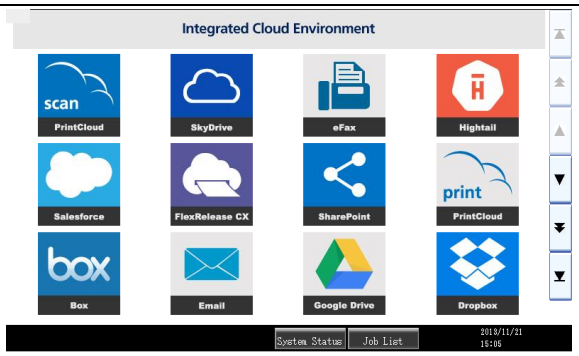
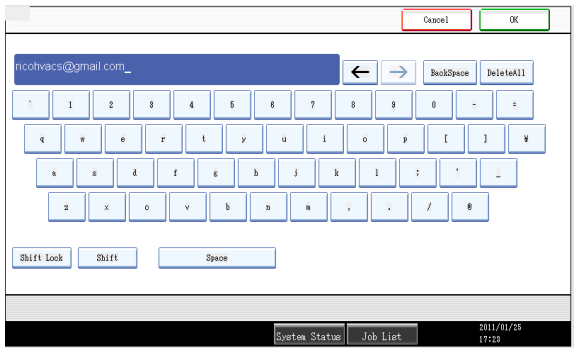
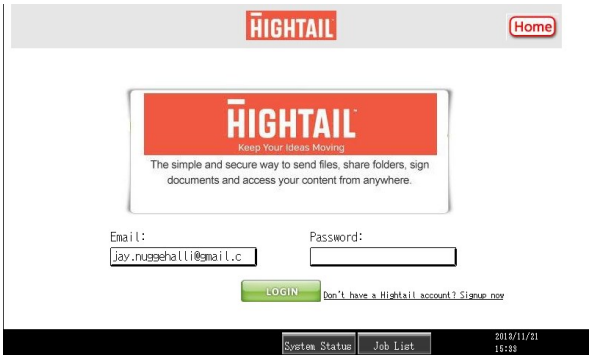
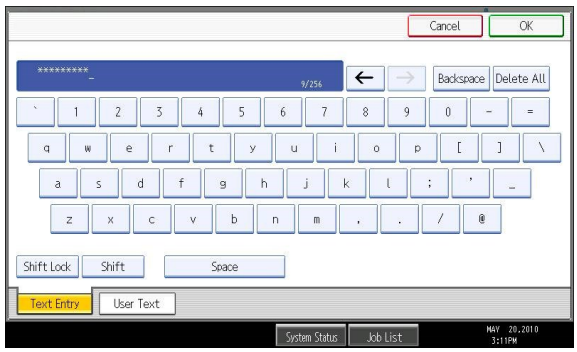
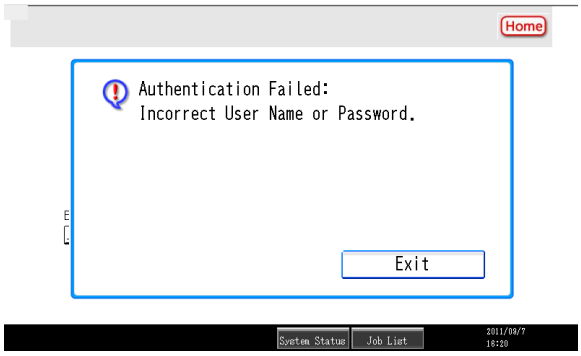
18 Scan to Hightail™

Scan to Hightail™ Screens and Operations

This section provides an overview of the Scan to Hightail™ application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Hightail ™] icon to access the Scan to Hightail ™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Press the data entry field below Email: This will open the “soft” keyboard. Note: To log-in, you must have a valid “Hightail™,” web application account. See “New Account Sign Up” on page 101.

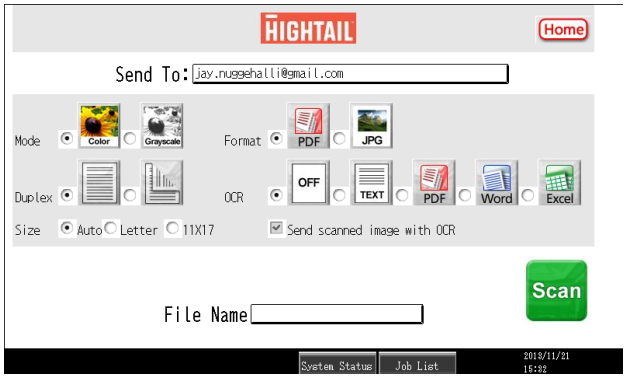
	Using the soft keyboard, enter the Email **Email: Max Chars (256).** Press OK.
 **Home**: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below "Password:"). The soft keyboard again opens.
	Enter your Hightail ™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Hightail ™ user credentials.

Note: The Login Page will retain the previously entered Email. If this was entered incorrectly, you will also need to re-enter the User Name.



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Hightail™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both Scanned image and OCR file are uploaded. This setting is available only when OCR setting is **not** set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Hightail ™. If the filename is **not** entered, a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

After successfully logging in, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

1. Select Size as 'Auto' for all standard sizes recognized by the MFP.

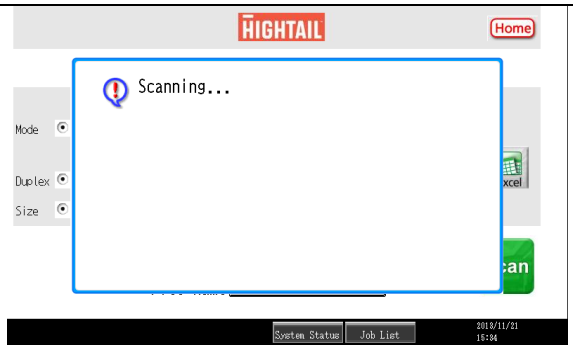
2. Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.

3. Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.

4. File Name: Max Chars (32).

Scan File Name:

Enter File name [Max 32 Characters.]



Note: Refer to Troubleshooting section for additional error messages related to scanning.

When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

New Account Sign Up

In the login screen, clicking on **Don't have a Hightail account? Signup now:** will take user to new account signup screen.

User can sign up for new account.

Note: Refer to Troubleshooting section for additional error messages related to account sign up.

New Account Signup Screen:

Press on Edit box next to Email:

This will open up soft keyboard. Enter Email address using soft keyboard.

Enter Password and Confirm Password.

Troubleshooting Scan to Hightail™

Error and Warning Messages related to Authentication

Message	Condition
Please Enter Email	This message is displayed when the 'Login' button is pressed without entering the 'Email' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Please Enter Email and Password.	This message is displayed when the 'Login' button pressed without entering the 'Email' and 'Password'.
Authentication Failed: Incorrect Email or Password.	This message is displayed when an incorrect Email or Password is entered in the Login Screen.
Authentication Failed: Invalid Email Format.	This message is displayed When 'Login' button pressed and invalid Email address is entered.
Authentication Failed: You do not privileges	This message is displayed When 'Login' button pressed and your account do not have privileges to access Hightail account
Invalid Password, must be at least 5 Characters	This message is displayed When 'Login' button pressed Password entered has less than 5 characters.
Cannot Connect to Hightail Service.	This message is displayed when the Scan to Hightail ™ application cannot connect to the Hightail ™ service in order to validate the user credentials.
Authentication Failed: Account Locked	This message is displayed When 'Login' button pressed and User's account is locked. Login from PC browser to re-enable account.
Authentication Failed.	This message is displayed for any other error not defined in this table.

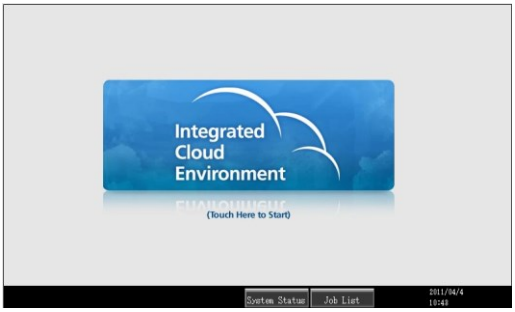
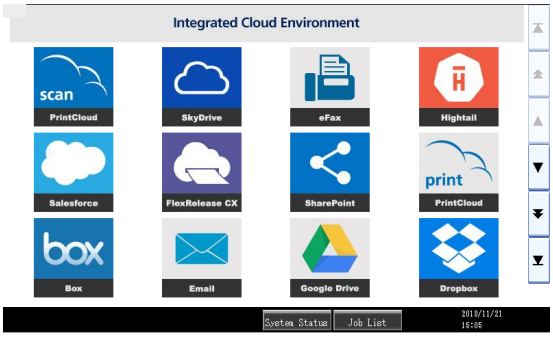
Error and Warning Messages related to Account Sign Up

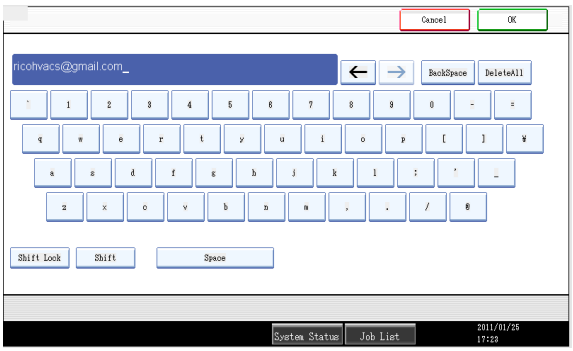
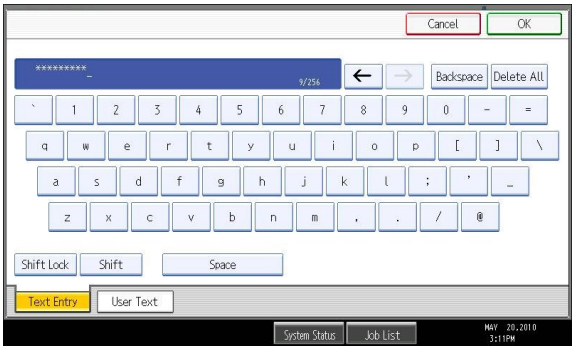
Message	Condition
Please Enter Email	This message is displayed when the 'Sign Up' button is pressed without entering the 'Email' ONLY.
Please Enter Email and Password.	This message is displayed when the 'Sign Up' button pressed without entering the 'Email' and 'Password'.
Please Enter Email, Password and Confirm Password.	This message is displayed when the 'Sign Up' button pressed without entering the 'Email' , 'Password' and 'Confirm Password'.
Invalid Email address.	This message is displayed when the 'Sign Up' button pressed and an invalid Email address is entered.
Invalid Password, must be at least 5 Characters	This message is displayed When 'Sign Up' button pressed Password entered has less than 5 characters.
Account Sign up failed	This message is displayed When 'Sign Up' button pressed and account sign up failed.
Email is already registered. Please enter another Email	This message is displayed When 'Sign Up' button pressed and Email address entered is already registered.
Cannot Connect to Hightail Service.	This message is displayed when the Scan to Hightail™ application cannot connect to the Hightail ™ service in order to Sign Up new user.
Unexpected error. Please try again.	This message is displayed When 'Sign Up' button pressed and unexpected error occurs.

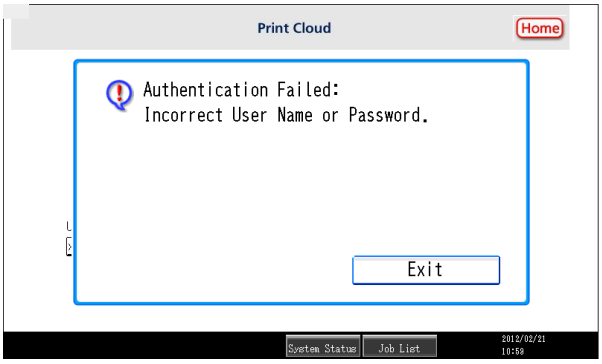
19 Scan to Print Cloud

Scan to Print Cloud Screens and Operations

This section provides an overview of the Scan to Print Cloud application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Print Cloud™] icon to access the Scan to Print Cloud™ application.
 Home: Return to Main Menu screen [Application List]	**Login Screen:** Press the data entry field below User Name: This will open the “soft” keyboard. Note: To log-in, you must have a valid “print CLOUD™,” web application account.

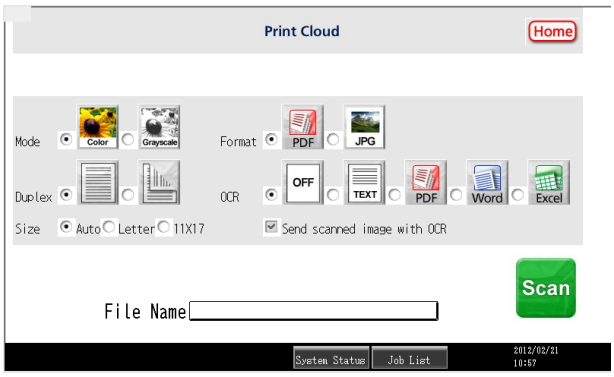
	Using the soft keyboard, enter the user name. **User Name: Max Chars (256).** Press OK.
 Home: Return to Main Menu screen [Application List].	Now press the entry field for the password (located below “Password:”). The soft keyboard again opens.
	Enter your Print Cloud™ account password using the soft keyboard. **Password: Max Chars (256)** Press OK.
 Home: Return to Main Menu screen [Application List].	Press [Login].



Note: Refer to the Troubleshooting section for additional error messages relating to login failures.

If the authentication fails, this error message is displayed. In this case, please re-enter the Print Cloud™ user credentials.

Note: The Login Page will retain the previously entered User Name. If this was entered incorrectly, you will also need to re-enter the User Name.



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Print Cloud™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both the Scanned image and the OCR file are uploaded. This setting is available only when OCR setting is not set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Print Cloud™. If the filename is not entered a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

After successfully logging in, the Scan setting screen is displayed.

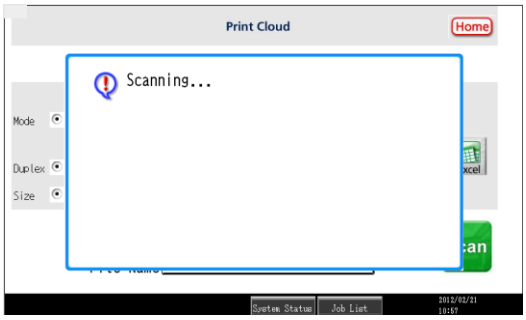
Setting the Scan Workflow

The following Settings are available:

1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

5. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
6. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
7. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*
8. *File Name: Max Chars (32)*

	Scan File Name: Enter File name [Max 32 Characters.]
 **Note: Refer to Troubleshooting section for additional error messages related to scanning.**	When the [Scan] button or [Start] key is pressed, this message is displayed. When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily. Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

Troubleshooting Scan to Print Cloud

Error and Warning Messages related to Authentication

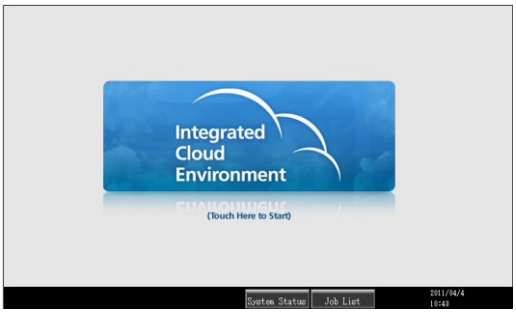
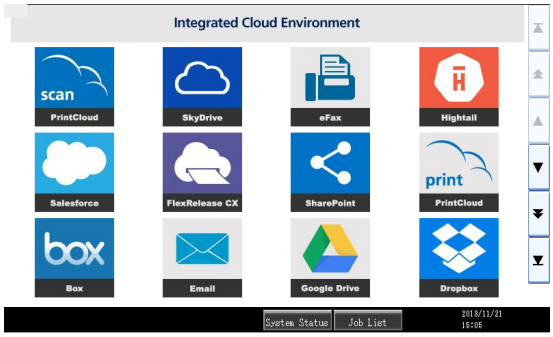
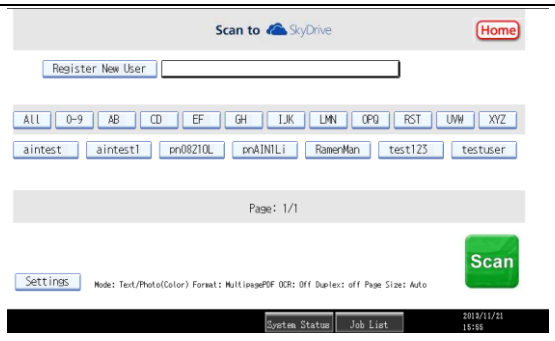
Message	Condition
Please Enter User Name and Password.	This message is displayed when the 'Login' button is pressed without entering a 'User Name' and 'Password'.
Please Enter User Name.	This message is displayed when the 'Login' button is pressed without entering the 'User Name' ONLY.
Please Enter Password.	This message is displayed when the 'Login' button pressed without entering the 'Password' ONLY.
Cannot Connect to Print Cloud Service.	This message is displayed when the Scan to Box™ application cannot connect to the Box™ service in order to validate the user credentials.
Authentication Failed: Incorrect User Name or Password.	This message is displayed when an incorrect User ID or Password is entered in the Login Screen.
Authentication Failed.	This message is displayed for any other error not defined in this table.

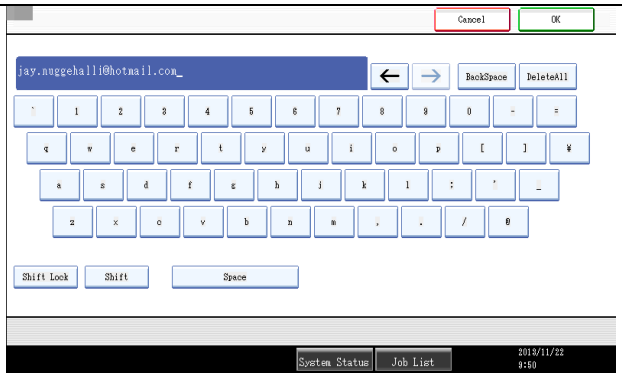
This page intentionally left blank to allow for duplex printing.

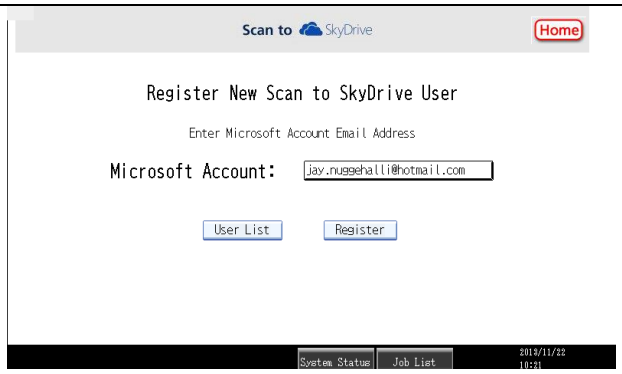
20 Scan to Skydrive

Scan to Skydrive Screens and Operations

This section provides an overview of the Scan to Skydrive application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Skydrive] icon to access the Scan to Skydrive™ application.
 **Home**: Return to Main Menu screen [Application List]. **Scan**: Scan documents to Skydrive [The 'Start' key can also be used to initiate scanning]. **Settings:** Displays the "Scan Settings" screen.	**User List Screen** Registered user can select their User ID which has associated Skydrive address if they have previously registered - User IDs are displayed as a button; pressing one will show the Skydrive Address next to 'Register New User' button. - Pressing the buttons: '0-9', 'AB' … 'XYZ'. Will Show User IDs starting from with the selected numeric or letter. - Pressing 'All' will show all users' registered

Register New User: - New User can be registered, by pressing this button and entering email associated with Skydrive account **<<First, <Prev, Next>, Last>> :** - These buttons are for Page Navigation, within the User List. **Note:** These buttons are displayed only if there are more than one page, **'<<First'**, **'<Prev'** buttons are **not** displayed in First page, **'Next>'**, **'Last>>'** buttons are **not** displayed on the last page.	- Up to 7 users per row is displayed, and up to two rows. If the number of registered users exceeds fourteen (14), then "Page Navigation" buttons are displayed.
New User Registration **Home**: Return to Main Menu screen [Application List]. **User List**: Return to User List screen **Register**: This will start the registration of new user	Now press the entry field for the Microsoft Account, Soft key board opens. Enter the Email address of Microsoft account.
 	Enter your Microsoft Accout™ [Skydrive account] account using the soft keyboard. **Email Address: Max Chars (256)** Press OK.

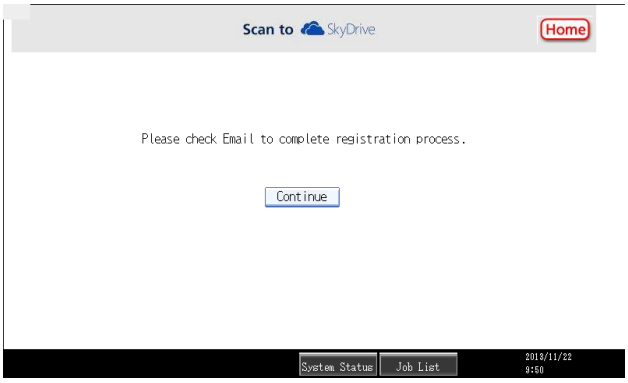


Home: Return to Main Menu screen [Application List].

User List: Return to User List screen

Register: This will start the registration of new user

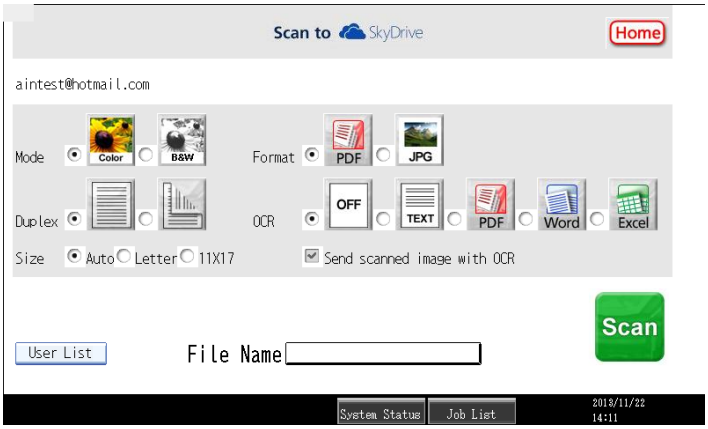
Press [Register]. This will Start Registration process.



Continue: Return to application's User List screen

Email is sent to Microsoft Account [Skydrive Login Email address]. Please follow instructions to complete registration.

Refer to User Registration section below on how to complete registration



Home: Return to Main Menu screen [Application List].

Scan: Scan documents to Skydrive™ [The 'Start' key can also be used to initiate scanning].

Send scanned image with OCR: When checked, both the Scanned image and the OCR file are uploaded. This setting is available only when OCR setting is not set to 'Off'.

File Name: Touch the entry data field next to "File Name," this will open the soft keyboard. Enter the file name [Max 32 Characters] of the document to be stored in Skydrive™. If the filename is not entered a system generated filename that includes a Time stamp, and a 3 digit random number, is created. See Appendix for details.

After pressing [Scan Setting] in User List screen, the Scan setting screen is displayed.

Setting the Scan Workflow

The following Settings are available:

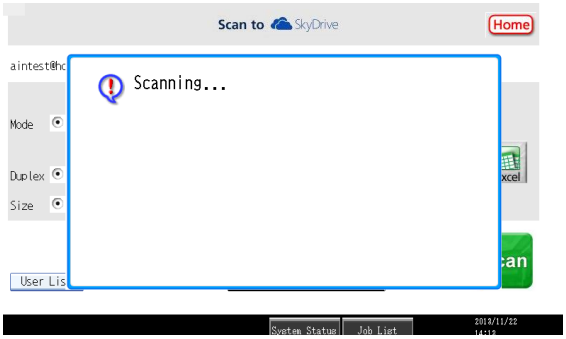
1. Mode
   Color or Grayscale
2. Scan File Format
   PDF or JPG
3. Duplex
   Simplex or Duplex
4. OCR
   Off, Text, PDF, Word, Excel
5. Page Size
   Auto, Letter or 11x17

Note:

9. *Select Size as 'Auto' for all standard sizes recognized by the MFP.*
10. *Use 'Letter' or '11x17', if you are scanning non standard sizes, such as 'Receipts' etc., depending on the size of the original.*
11. *Models MPC400, MPC305, MP301 and SP5200S/SP5210 show only 'Letter' size.*
12. *File Name: Max Chars (32)*

Scan File Name:

Enter File name [Max 32 Characters.]



Note: Refer to Troubleshooting section for additional error messages related to scanning.

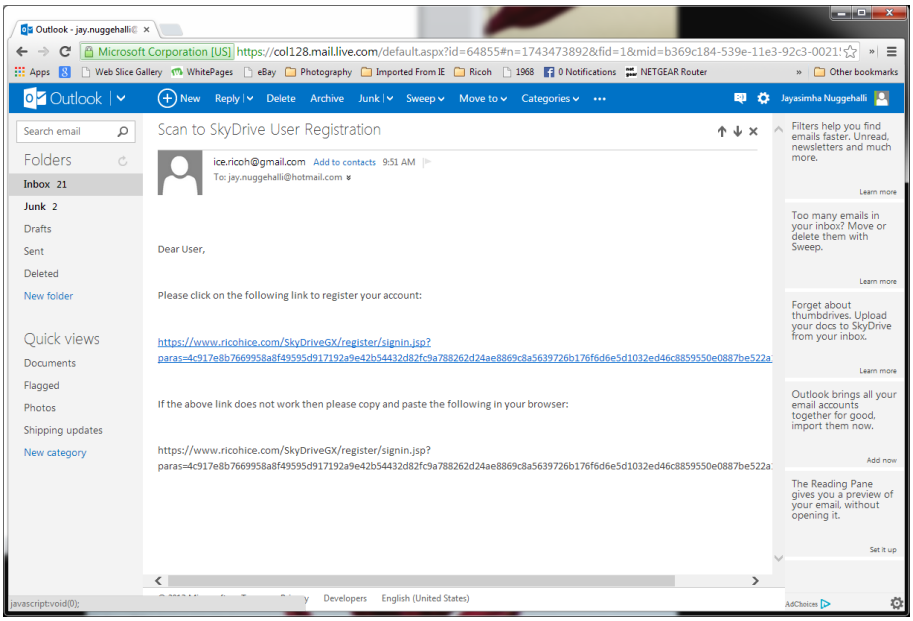
When the [Scan] button or [Start] key is pressed, this message is displayed.

When scanning is completed, a '**Scanning was Finished**' message is displayed momentarily.

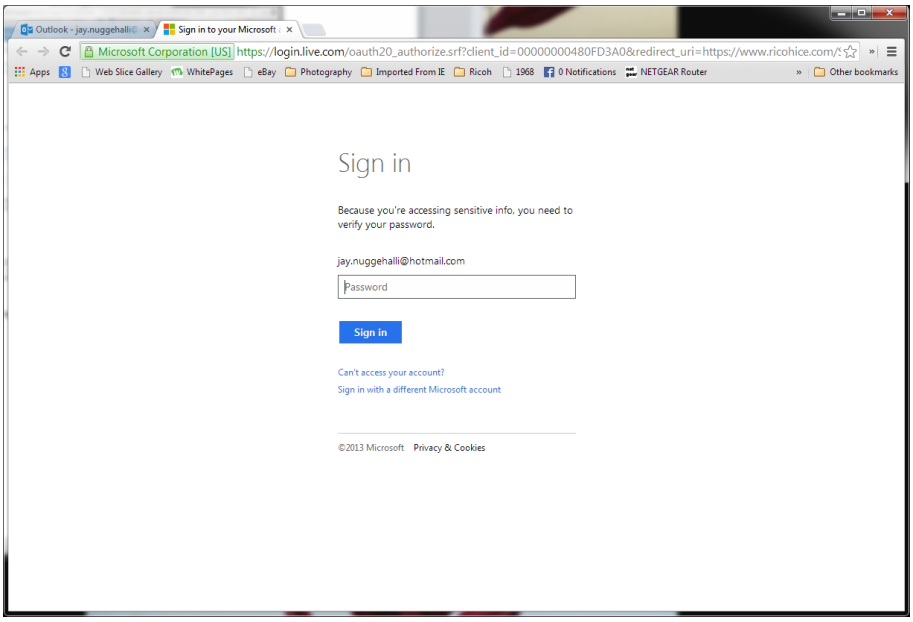
Also '**Sending…**' is displayed during scan data transfer between MFP and web server.

User Registration

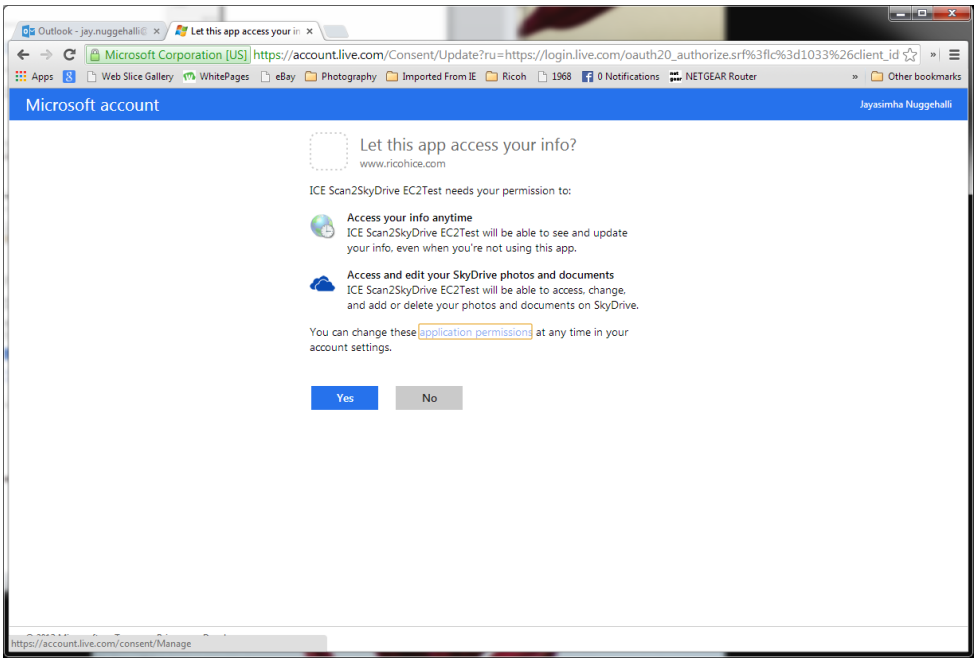
Step 1: Check Email in Microsoft account entered on the MFP for registration.



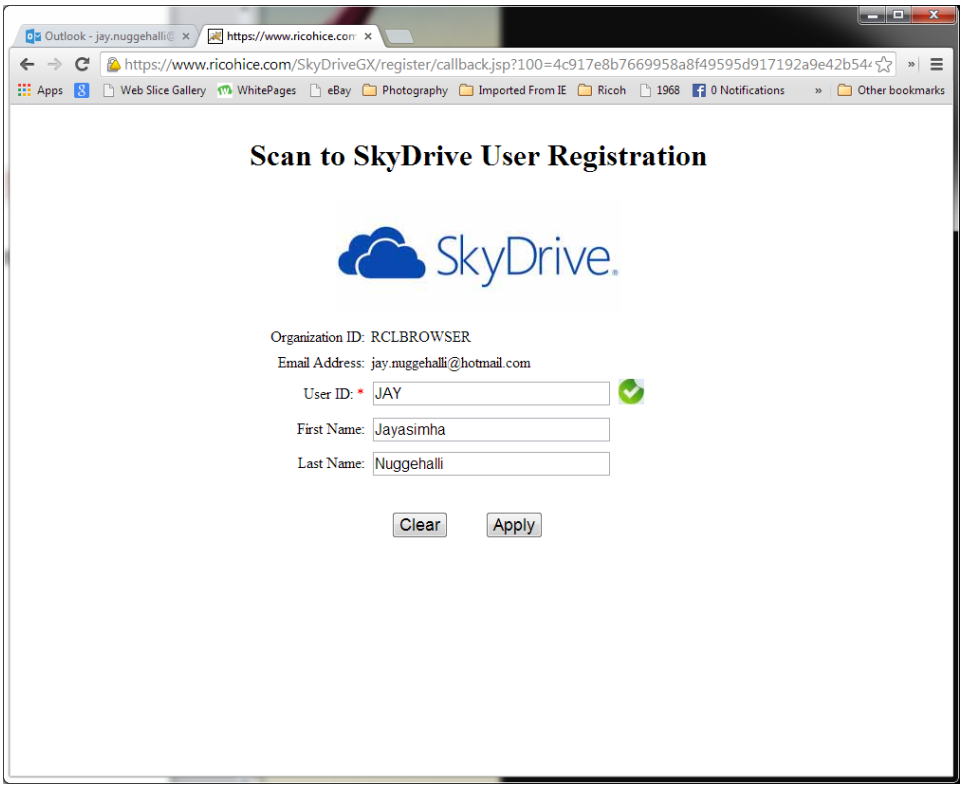
Step 2: Click on the link in the Email, login to your Skydrive account



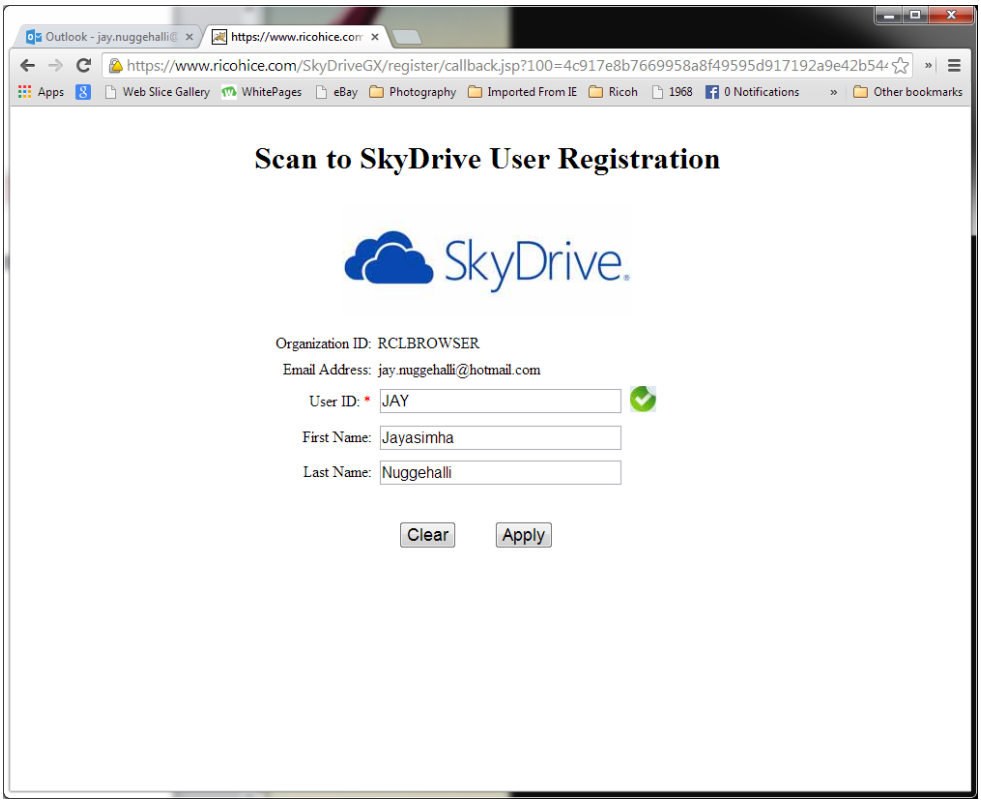
Step 3: Press ‘Yes’ to give access to your Skydrive account


Microsoft account
Jayasimha Nuggehalli
Let this app access your info?
www.ricohice.com
ICE Scan2SkyDrive EC2Test needs your permission to:
Access your info anytime
ICE Scan2SkyDrive EC2Test will be able to see and update your info, even when you're not using this app.
Access and edit your SkyDrive photos and documents
ICE Scan2SkyDrive EC2Test will be able to access, change, and add or delete your photos and documents on SkyDrive.
You can change these application permissions at any time in your account settings.
Yes
No

Step 4: Complete registration by filling the following form. User ID, is a 8 character identifier which displays on MFP panel



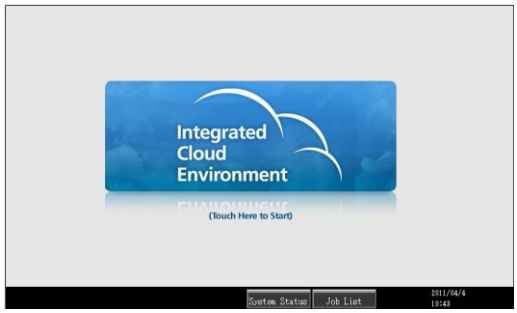
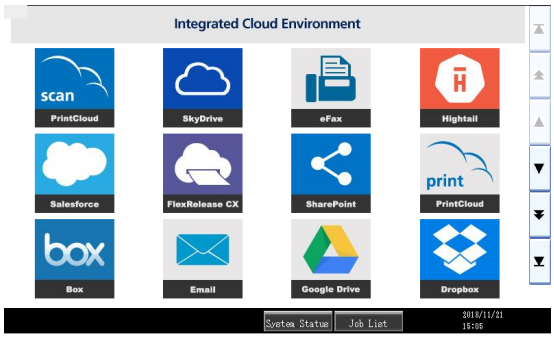
Step 5: On MFP, User List will show registered ‘User ID’. This completes new user registration process.

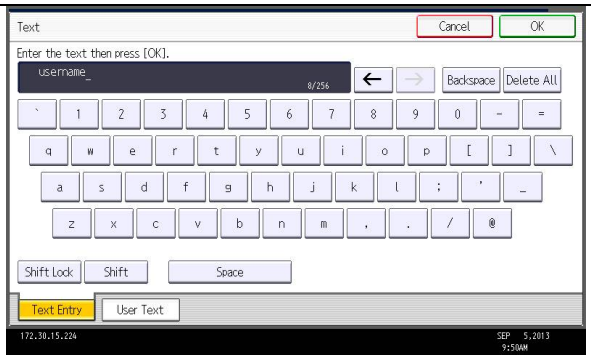
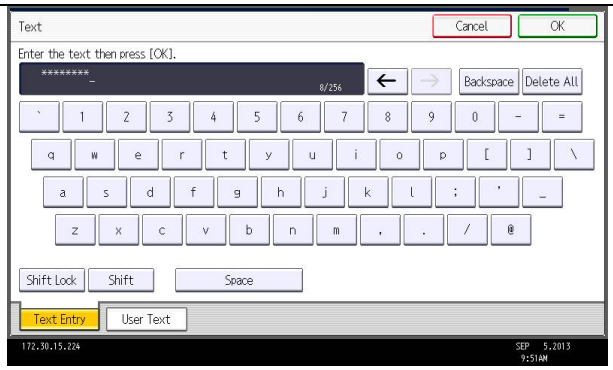


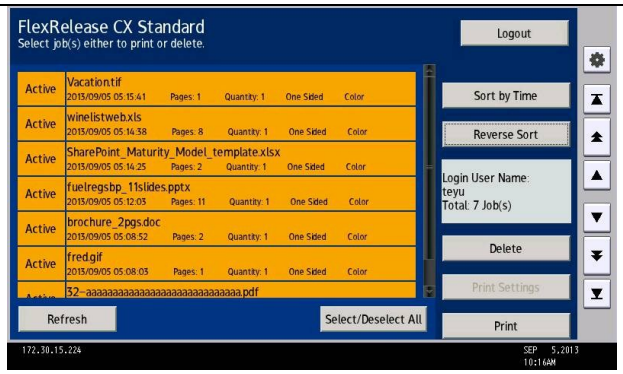
21 Flexrelease CX

Flexrelease CX Screens and Operations

This section provides an overview of Flexrelease CX application and its operation.

Screen Shot	Description
	Press the operation panel button that Integrated Cloud Environment is allocated to, this is generally the [Other Functions] button. This screen is then displayed. Note: If more than one application is available select the [Browser] button. This is the startup screen for the Integrated Cloud Environment.
	This screen illustrates the Main Menu. The Main Menu shows the user, by use of large colorful icons, the applications which they have been subscribed to. Press on the [Flexrelease CX] icon to access the Flexrelease CX™ application.
 FlexRelease Code: Edit box to enter FlexRelease Code [Unique code assigned to each customer] **User Name**: Edit box to enter User Name **Password:** Edit box to enter password **Home**: Returns to Home screen	**Login Screen:** Press on Edit box next to FlexRelease Code: This will open up soft keyboard. Enter FlexRelease Code using soft keyboard. [System will remember the FlexRelease code after successful login] Press on Edit box next to User Name: This will open up soft keyboard. Enter user name using soft keyboard.

	Enter User Name
	Press on Edit box next to Password: This will open up soft keyboard. Enter Password using soft keyboard.
	Press [Login]



Log Out: Return to Main Menu screen [Application List]

Refresh: Refresh the Print Job List

Select/Deselect All: Select or Deselect print jobs

Sort by Time: Sorts the Print Job List by Time.

Reverse Sort: Reverses the sort order

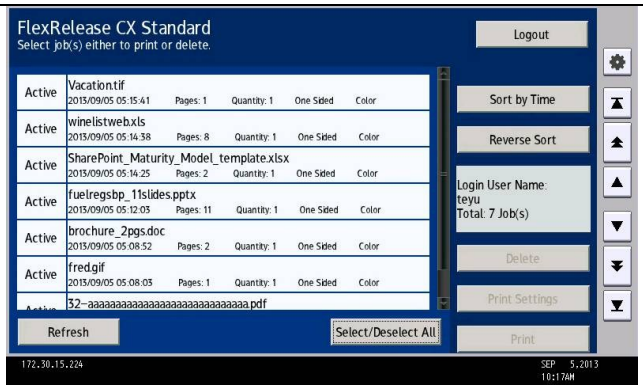
Delete: Deletes selected print jobs

Print Settings: Opens Print Settings Screen

Print: Print Selected print Jobs

Print Job List Screen
[Print Jobs Selected]
Following features are available

- Logout
- Refresh
- Sort Print Job List
- Delete Print Jobs
- Print
- Change print settings



Log Out: Return to Main Menu screen [Application List]

Refresh: Refresh the Print Job List

Select/Deselect All: Select or Deselect print jobs

Sort by Time: Sorts the Print Job List by Time.

Reverse Sort: Reverses the sort order

Delete: Deletes selected print jobs

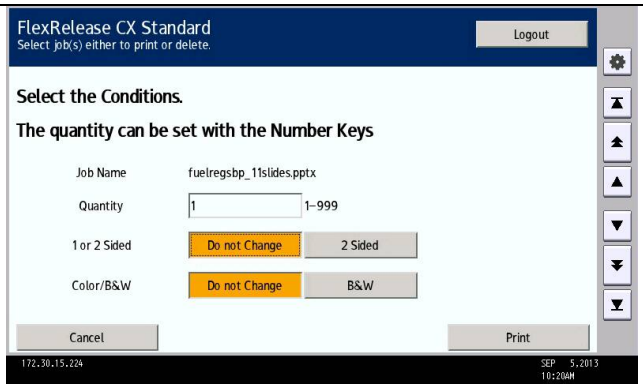
Print Settings: Opens Print Settings Screen

Print: Print Selected print Jobs

Print Job List Screen
[Print jobs deselected]
Following features are available

- Logout
- Refresh
- Sort Print Job List
- Delete Print Jobs
- Print

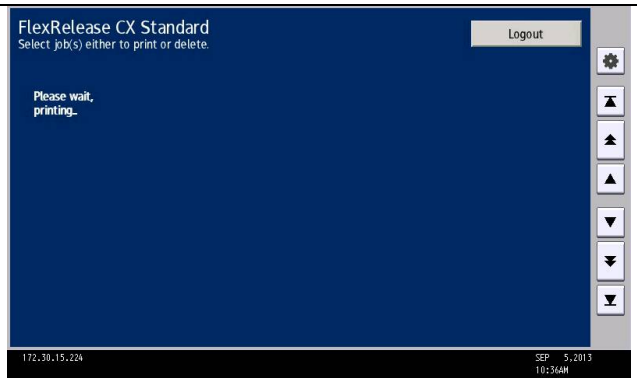
Change print settings

<table>
<tr>
<td> 

Log Out: Return to Main Menu screen [Application List]

Cancel: Cancel changes and return to print job list screen

Print: Print Job</td>
<td>Print Setting Screen

Copies, Duplex and Color/B&W settings can be changes in this screen</td>
</tr>
<tr>
<td> 
</td>
<td>Once the ‘Print’ button is pressed, this screen is shown.

After printing is done, Print job list screen is displayed.</td>
</tr>
</table>

22 Appendix

22.1 Scan File Name

The "Scan File Name" by default will have following format:

Scan File Format	File Name
PDF	YYYYMMDDHHMMSS_XYZ.pdf
JPG	YYYYMMDDHHMMSS_XYZabcd.jpg

YYYYMMDDHHMMSS = Time Stamp based on MFP device

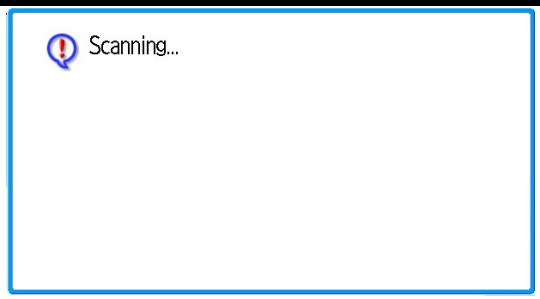
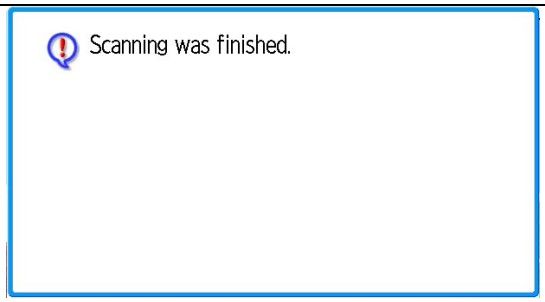
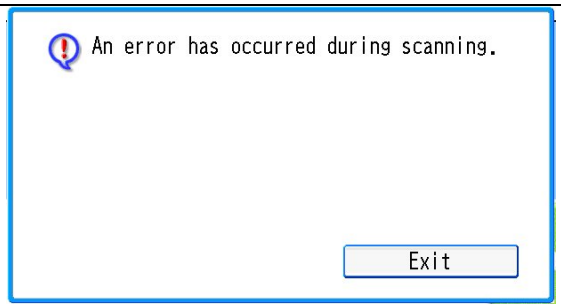
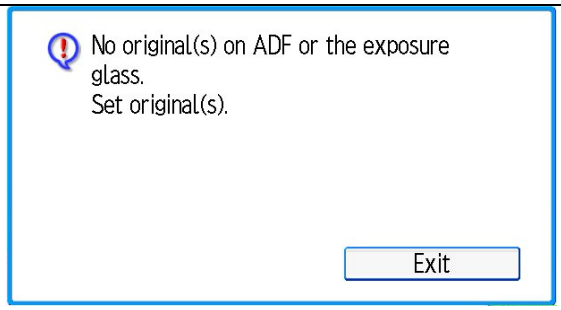
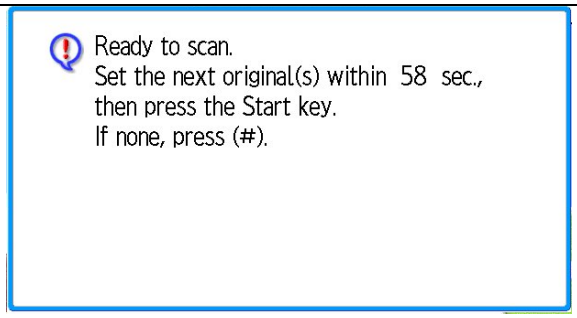
XYZ = 3 digit Random Number

Abcd = Counter, Starting from 0001 [**If multiple pages are scanned with the Scan File Format set as JPG, for each page, one JPG file will be generated, also if OCR is selected, a separate OCR files is generated for each page scanned.**]

OCR File Format	File Name
PDF	Scan Image file name _OCR_a.pdf Example: 1. YYYYMMDDHHMMSS_XYZ_OCR_a.pdf 2. YYYYMMDDHHMMSS_XYZabcd_OCR_a.pdf
Word	Scan Image file name _OCR.doc Example: 1. YYYYMMDDHHMMSS_XYZ_OCR.doc 2. YYYYMMDDHHMMSS_XYZabcd_OCR.doc
Text	Scan Image file name _OCR.txt Example: 1. YYYYMMDDHHMMSS_XYZ_OCR.txt 2. YYYYMMDDHHMMSS_XYZabcd_OCR.txt
Excel	Scan Image file name _OCR.xls Example: 1. YYYYMMDDHHMMSS_XYZ_OCR.xls 2. YYYYMMDDHHMMSS_XYZabcd_OCR.xls

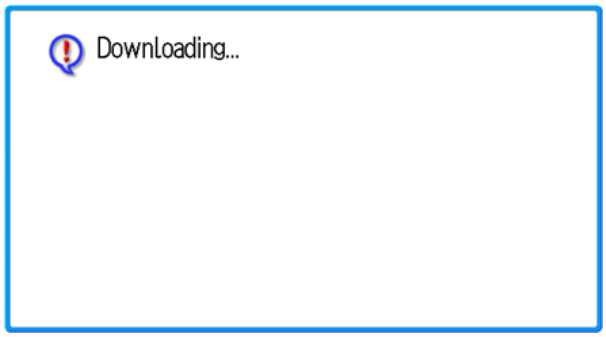
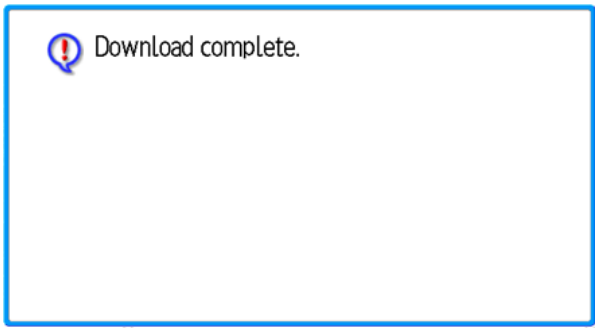
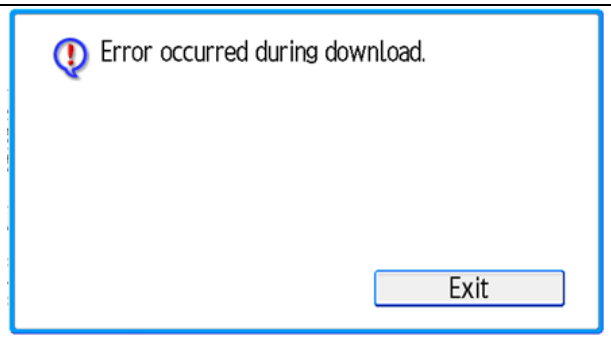
Note: If the user enters a 'File Name' in the scan settings screen, 'YYYYMMDDHHMMSS_XYZ' will be replaced by user entered name.

22.2 Messages related to Scanning

Message	Condition
	While Scanning in progress. This message is displayed.
	This message is displayed momentarily, when scanning is finished.
	If any device error occurs during scanning. This message is displayed.
	This screen is displayed when no paper is inserted in ADF or on the platen glass.
	When scanning is done from the platen glass the user is prompted to insert the next sheet of paper, or to complete the scan job by pressing the (#) button.

22.3 Messages related to Printing

Operation Messages displayed from the Print Cloud application.

Message	Condition
	While downloading is in progress. This message is displayed.
	This message is displayed momentarily, after downloading is finished.
	If any error occurs during downloading. This message is displayed.

22.4 Staple Information

Only 'Top Left Side Staple' is supported.

The following table describes various combinations of Staple, Layout, and Duplex settings. In certain combinations the printer will **not** staple. This is the normal operation for the MFP.

STAPLE	1 layout	2 layout	4 layout
simplex	yes	Print direction Portrait: yes Landscape: **No**	yes
open to left	Print direction Portrait: yes Landscape: **No**	No	Print direction Portrait: Yes Landscape: **No**
open to top	yes	Print direction Portrait: yes Landscape: **No**	Yes

22.5 Integrated Cloud Environment 02 Model Browser Limitations

The following limitations are found only on those current model multifunctional products that utilize the 02 Model controller architecture.

22.5.1 No key entry tone

When browsing through and selecting the applications there is no audible key entry tone "Beep"

22.5.2 File name error

A "blank" Space used in the file name can produce an error. For the 02 Models, it is required to use file names without spaces. Using an underscore "_" or hyphen" in place of a space is permissible.

22.6 Integrated Cloud Environment Application Limitations

22.6.1 Scan to Box

1. If a file exists in the User's Box account under the '**Scan2BoxNet**' folder, which has the same name as the one entered in Scan Settings screen, Box will consider this as new version of same file once it is uploaded.

2. OCR and uploading a file to an external service will be run as a background job on the application server. There is no feedback displayed to the user on the MFP panel with regards to the completion status or a failure. During the scan operation on the MFP, the user gets notification only regarding the transfer of the scanned image from the MFP, to the application server.

3. Refer to the Box service details online for "File Size and Storage" limitations for Free and Premium accounts. If file size limits are reached, the document will fail to upload to the Box account.

22.6.2 Scan to Evernote

1. During the scan operation on the MFP the user receives notification only regarding the state of the transfer of the scanned image from the MFP to the application server. There is no feedback displayed to the user on the MFP panel regarding the transfer status of the file to the Evernote service.
2. The system will **not** retry if there is a failure to connect to the external service while uploading files, for example if the external service is down.
3. Refer to the Evernote service details online for "File Size and Storage" limitations for Free and Premium account. If the file size limits are reached, the document will fail to upload to the Evernote account.

22.6.3 Scan to Google Drive

1. OCR and uploading a file to an external service will be run as a background job on the application server. There is no feedback displayed to the user on the MFP panel with regards to the completion status or a failure. During the scan operation on the MFP, the user gets notification only regarding the transfer of the scanned image from the MFP, to the application server.

2. Google Drive has specific size limitations for Word and Excel File format.
    - Word File Cannot be larger than 1MB
    - Excel File Cannot be larger than 20 MB, need to be under 400000 cells and 256 Columns per sheet
    - PDF files have a limit of 1GB
    - Considering above size limit, using OCR Word/Excel format is **not** recommended.

22.6.4 Scan to Email

1. OCR and uploading a file to an external service will be run as a background job on the application server. There is no feedback displayed to the user on the MFP panel with regards to the completion status or a failure. During the scan operation on the MFP, the user gets notification only regarding the transfer of the scanned image from the MFP, to the application server.

22.6.5 Print Cloud

1. Print jobs will fail if the MFP is configured for 'User Code' or 'User Authentication' based printing. Print Cloud jobs do **not** contain any 'User Code' or 'User Authentication' information.
2. Refer to the Staple specification below when the finisher will **not** staple for combination of Staple, Layout and Duplex.

    Only 'Top Left Side Staple' is supported.

    The following table describes the Staple, Layout and Duplex combination settings. In certain combinations the printer will **not** staple.

STAPLE	1 layout	2 layout	4 layout
simplex	yes	Print direction Portrait: yes Landscape: **No**	yes
open to left	Print direction Portrait: yes Landscape: **No**	No	Print direction Portrait: Yes Landscape: **No**
open to top	yes	Print direction Portrait: yes Landscape: **No**	Yes

(See next page.)

3. When there is a Paper Size mismatch and the user selects a specific paper size; the layout and duplex settings will **not** take effect.
4. The MFP Browser has a maximum file size download limit of 50,000KB. [To obtain the max file size limit requires changing the default setting, of 30,00KB to the 50,000KB max.] Printing will fail if the file size exceeds 50,000KB.

22.6.6 Scan to Concur

1. Uploading a file to an external service will be run as a background job on the application server. There is no feedback displayed to the user on the MFP panel with regards to the completion status or a failure. During the scan operation on the MFP, the user gets notification only regarding the transfer of the scanned image from the MFP, to the application server.

22.6.7 Scan to Documentmall

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback displayed to the user on the MFP panel with regards to the completion status or a failure. During the scan operation on the MFP, the user gets notification only regarding the transfer of the scanned image from the MFP, to the application server.

22.6.8 Scan to Dropbox

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.
2. Refer to Dropbox service for File Size and Storage limitations for Free and Premium account. If file size limits are reached, document will fail to upload to Dropbox account.

22.6.9 Scan to eFax

1. Uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

22.6.10 Scan to Egnyte

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

2. Refer to Egnyte service for File Size and Storage limitations for Free and Premium account. If file size limits are reached, document will fail to upload to Egnyte account.

22.6.11 Scan to Netdocuments

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

2. Refer to Netdocuments service for File Size and Storage limitations for Free and Premium account. If file size limits are reached, document will fail to upload to Netdocuments account.

22.6.12 Scan to Netsuite

1. When performing When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

2. Netsuite allows up to 10MB as file attachment, if the scan file size exceeds 10MB, it will fail to upload to Netsuite service.

22.6.13 Scan to Salesforce

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.
2. Salesforce allows up to 5MB as file attachment, if the scan file size exceeds 5MB, it will fail to upload to salesforce service.

22.6.14 Scan to Salesforce

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP user gets notification only related to the transfer of the scanned image from the MFP to the application server.

22.6.15 Scan to Sharepoint

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

22.6.16 Scan to Hightail

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

22.6.17 Scan to Print Cloud

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

22.6.18 Scan to skydrive

1. When performing OCR and uploading the file to the external service, the job is run in the background on the application server. There is no feedback to the user on MFP panel with respect to completion or failure. During the Scan operation on the MFP, the user gets notification only related to the transfer of the scanned image from the MFP to the application server.

22.6.19 Flexrelease CX

1. Print jobs will fail, if MFP is configured for ‘User Code’ or ‘User Authentication’ based printing. Flexrelease jobs does not contain any ‘User Code’ or ‘User Authentication’ information.

22.7 Integrated Cloud Environment Security White Paper

22.7.1 System Overview

The Integrated Cloud Environment provides the necessary connectivity to access and utilize the available cloud services. This access is in conjunction with the OCR capability and Cloud Print capability also provided by the Integrated Cloud Environment.

The "core" or basic Integrated Cloud Environment components, including the web application server, OCR server, and the management platform server are hosted at the Savvis NJ3 Data center located in Piscataway, New Jersey. The Print Cloud user application is an exception, and is powered by independently by Soonr Inc (www.soonr.com).

This Security White Paper will detail the security management incorporated in the basic Integrated Cloud Environment components. As for the Print Cloud user application service security details, please refer to the Print Cloud User Guide.

22.7.2 Integrated Cloud Environment

This section details the connectivity to the cloud service(s) security, and OCR process security management provided in the Integrated Cloud Environment.

22.7.2.1 Interacting with the applications

In order to ensure that any scanned document is stored or processed only by those authorized, Integrated Cloud Environment provides a "User Name and Password" authentication screen. This authentication is required whenever you scan your document to an external cloud service. Also once you hit the "Home" button, you are logged-out from the service, minimizing the risk of an application being used by anyone else. Additionally, if the "Home" button is **not** pressed, you are automatically logged-out from the session after 5 minutes.

22.7.2.2 Transmitting Information

All sensitive data transferred between the MFP and the Integrated Cloud Environment server, and between the Integrated Cloud Environment server and any external cloud service, is fully encrypted using 128 bit SSL. With the incorporation of encryption in all Integrated Cloud Environment communication, all users can be sure that the information and data being processed remains secure. Only image/icon files used for the user interface of the application are transmitted without encryption. This is done to improve the performance of the user interface rendering with the MFP Browser.

22.7.2.3 Understanding and Monitoring Usage

The Integrated Cloud Environment is able to monitor the user's scanning and printing activities at the Multi-Function Printer (MFP) to provide audit trail data. The activities which can be tracked are as follows:

Scanning from the MFP:

1. *Login Failure/Success*
2. *OCR Failure/Success*
3. *OCR File Upload Failure/Success*
4. *Scan File Upload Failure/Success*

Printing from the MFP:

1. *Download Failure*
2. *Invalid Release Code*
3. *Other Error*
4. *Print Success*

22.7.3 Ensuring Data is Secured

The Integrated Cloud Environment servers only store scanning and printing data for a temporary period in order to successfully transfer the data to its specified destination or to be downloaded to the MFP. The MFP local data is purged immediately after the transfer is complete.

All customer data used to manage their Integrated Cloud Environment license/accounts, such as: customer name, email address and admin name, is securely maintained and backed-up as detailed below.

22.7.3.1 Physical Security

The Integrated Cloud Environment is hosted at a secure purpose built data center located in Piscataway, New Jersey. The data center provides unsurpassed security, and availability (up-time) for the application. The date center's security features include:

- Non-descript, purpose built data center with numerous prevention and detection technologies integrated into its architecture, including 24-hour security monitoring and control.
- Redundant fire detection and suppression with FM200 gas suppression and/or dry pipe sprinkler system. VESDA, Smoke, Heat, and Water detection system are also provided.
- Proximity protection provided by 24-hour security guards, video surveillance, access card with biometric hand scanning identification, and infrared intrusion detection system.
- Environmental Control provided by redundant CRAC cooling system with monitored temperature humidity controls designed with n+1 reliability.

22.7.3.2 Data and Network Security

To protect against loss, corruption, or unauthorized access, the Integrated Cloud Environment's systems and procedures are designed and maintained for maximum security of all customer data. Among the security aspects of the Integrated Cloud Environment production systems and network are:

- Network perimeter defenses to prevent unauthorized access to the system and internal network, including redundant firewalls and intrusion detection/prevention systems with 24-hour monitoring, and event logging, to identify and respond to potential threats.
- Multi-tiered system architecture to limit access and vulnerabilities due to security breaches.
- Redundant and Stripped Storage (RAID 50 - A RAID 50 combines the straight block-level striping of RAID 0 with the distributed parity of RAID 5) devices to prevent data loss, ensure integrity, and improve performance.
- Continuous data replication to a physically separate storage area network (SAN) within the Savvis facility (refer to 9.6.4 Savvis Inc.) and a fully documented recovery plan.
- Hardened operating system on all production machines with regular security patching and vulnerability scanning.
- Virus protection to prevent malicious data corruption.

22.7.3.3 Systems Support

Integrated Cloud Environment system support is provided by a seasoned team of system and networking professionals certified in all key components of the physical production systems and Integrated Cloud Environment application. System personnel are available 24 hours a day, 7 days a week to ensure that the system remains accessible at all times. "Real-Time" systems monitoring is implemented to immediately notify the support staff should a problem occur.

Scheduled routine maintenance is performed to ensure the application is running optimally, and incorporates the latest software updates and upgrades including up-to-date protective measures, such as virus protection. All Integrated Cloud Environment systems are fully redundant to minimize the chance data of loss or corruption.

22.7.3.4 Operational and Process Security

To ensure maximum security in all phases of the Integrated Cloud Environment's development and support, Ricoh Americas Corporation incorporates a formalized set of "Information Security Management System (ISMS)" policies, and is ISO 27001 compliant. Developed by the International Organization for Standardization (ISO), ISO 27001 ensures that the guidelines and general principles for initiating, implementing, maintaining, and improving information security management within an organization are maintained. To ensure compliance with defined procedures, regular audits are conducted.

22.7.4 Savvis, Inc.

This section includes additional information regarding Savvis Inc., and its facility.

22.7.4.1 About SAVVIS

SAVVIS, Inc. (NASDAQ: SVVS) is a global leader in Information Technology (IT) infrastructure services for business and government applications. With an IT services platform spanning North America, Europe, and Asia, SAVVIS leads the industry in delivering integrated, reliable, and scalable hosting, network, and security services. These solutions enable customers to focus on their core business, while SAVVIS ensures the quality of their IT systems and operations. SAVVIS' strategic approach combines virtualization technology, a global network, 27 data centers, automated management and provisioning systems.

22.7.4.2 Real Estate Description

The Integrated Cloud environment data center is housed in a 3 story building.

- Total Building Interior (sf) = 264,500
- Total Leased Space (sf) = 88,171
- 1st Floor Total Raised Floor (sf) = 47,602
- 2nd Floor Total Raised Floor (sf) = 24,037

22.7.4.3 Electrical Description

- 1st Floor Power Density/Customer Space (W/sf) = 140
- 2nd Floor Power Density/Customer Space (W/sf) = 163
- Primary BUS # = 5
- Generator Quantity = 5

22.7.4.4 HVAC Description

The computer room utilizes chilled water air conditioning (CRAC) units to supply cooling for the raised floor areas. Condenser water pumps and primary – only variable flow chilled water pumps are housed. The power feed for all CRAC units and for the other chilled water plant equipment are equally distributed across the entire electrical bus with sufficient capacity to withstand one electrical bus failure. Two makeup air units provide humidity control and ventilation air for the data center. HVAC features include humidification at the makeup air units, air supplied through a 24-to-30 inch raised floor, and includes an integrated Building Management System. Each NODE has a separate computer room air conditioning unit (CRAC) in N+1 configuration.

22.7.4.5 AFS Fire Detection and Suppression Description

VESDA provides early warning fire detection utilizing a dual interlock pre-action fire sprinkler system. Two initiating device inputs, smoke detectors and loss of air pressure for example are required to allow water to flow into the sprinkler pipe. Under normal operation, the sprinkler pipe contains no water.

22.7.4.6 Fuel Description

The fuel system has been designed to provide 48 hours of continuous runtime under full load without refueling. Submersible pumps transfer the fuel between the main tanks and the day tanks. System features include redundant transfer pumps, duel controls, fuel polishing system, leak detection, and integration in to the Building Management System.

22.7.4.7 Building Monitoring System

Automated Logic Controls (ALC) Building Management System monitors and controls the HVAC system. A Square D Power Logic System monitors mission critical power systems.

22.7.4.8 Ground Description

The building grounding system exceeds NEC and IEEE standards. A signal reference ground system compliant with the National Electrical code and ANSI/TIA-942-2005 is installed.

22.7.4.9 Lightning Protection

Complete UL labeled lightning protection for the building is provided in compliance with the National Electrical Code and Lightning Protection Institute (LPI)

23 Notes:

Please use this page, and the following page, for future reference information.